



Springport Schools



*“Providing every student with a quality education is a priority and the focus of all we do.”*

300 W. Main St., Springport, Michigan 49284

Phone 517-857-3495 Fax 517-857-4179

### Springport Public Schools Continuity of Learning/COVID-19 Response Plan

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

#### **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:



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- 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 9, 2020

Name of District: Springport Public Schools

Address of District: 300 West Main St., Springport, MI 49284

District Code Number: 38150

Email Address of the District: [www.springportschools.net](http://www.springportschools.net)

Name of Intermediate School District: Jackson County ISD

Name of Authorizing Body (if applicable): NA

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



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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 9, 2020

Name of District: Springport Public Schools

Address of District: 300 W. Main Sr., Springport, MI 49284

District Code Number: 31850

Email Address of the District Superintendent: [bob.cassiday@springportschools.net](mailto:bob.cassiday@springportschools.net)

Name of Intermediate School District: Jackson County ISD



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Name of Authorizing Body (if applicable): NA

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- .

**District/ PSA Response:**

Springport Public Schools will provide students in grades PreK-5 with weekly menus either by a paper copy and/or electronically using the classroom teacher and or grade level mode of communication (Google classroom, Remind, Classroom Dojo, email, FaceBook group). Teachers will work with their grade level peers to provide short instructional videos, Zoom meetings, phone calls, emails, messages and other methods of communication to provide support for their students.

Students in grades 6-12 with sufficient internet access, a usable device, and adequate supervision/support in the home will be using Google Classroom which will be monitored by their grade level teacher(s). New content will be posted weekly and teachers will follow up as needed with these students to monitor progress.

Students in grades K-8 without sufficient internet access or support in the home will be provided packets of materials from the school as well as text messages and phone calls to monitor progress.

Students in grades 9-12 will be sent an alert solutions text message linked to the weekly content provided by MASSP from Me to You.



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12th grade students who are not on track to graduate as on March 13th will be provided credit recovery opportunities as well as a wireless device and a Chromebook to complete the necessary requirements.

A pupil's inability to participate 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/ PSA Response:**

Springport Public Schools, in partnership with the GSRP and Spartan Den  
Preschool/Afterschool program leadership, will utilize GSRP and Spartan Den staff and others

to intentionally maintain instructional relationships with preschool students/families while also offering developmentally appropriate resources to respond to trauma or other potentially identified needs. Based on the community needs and the GSRP/Spartan Den available resources, we will also identify if support beyond relationships and basic needs can be offered. GSRP/Spartan Den staff will continue to provide support through Zoom conferences, developing menus of learning, and focusing on motor and academic skills to prepare students for Kindergarten in the fall.

Currently, we have shared with all preschool partners the pertinent parts of the K-12 plan that has already been developed and upon the actual release of MDE guidance, a more detailed plan for coordination and support with GSRP/Spartan Den will be created amending this plan.

Springport Public Schools PreK-5 teachers and support staff who are able will hold office hours weekly and will invite students to participate in class meetings in which they will answer questions, hold discussions, and connect with students. Staff will reach out through phone calls and email in order to connect with those they do not interact with online.

Secondary teachers and staff who are able will hold weekly office hours in which they will invite all students to Google Meet with them to touch base and connect. In addition, all staff will



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contact students by phone or two way email, or mail with a goal that every student has a connection each week.

6-8 teachers will continue to host weekly Meet or Zoom grade level meetings to provide an opportunity for students to connect. Student groups continue to connect using Meet or Zoom (student council, National Junior Honor Society etc.).

9-12 group advisors will continue to connect using Meet (student council, National Honor Society, Yearbook, class advisors etc.).

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

**District/ PSA Response:**

Springport Public Schools 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 students and may be redesigned as we continue to support student learning in these unprecedented times.

Springport Public Schools PreK-12 teachers will continue to deliver instructional content using multiple means: electronically through various online platforms (Google classroom, Zoom, Classroom Dojo, Remind, FaceBook groups); sent through the Student Management System for Text Messaging, and using paper packets delivered by mail or school bus route when meals are delivered.

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



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**District/ PSA Response:**

All PreK-12 staff will be assigned responsibilities for monitoring a caseload of students. Classroom and content teachers will monitor their own platform and additional staff will be used to follow up with others whenever necessary.

**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:**

Springport Public Schools will incur additional costs associated with preparing, packaging and mailing homework packets to those students who lack the ability to dependably connect to the internet or lack the devices necessary to do so. Those costs will be absorbed by the 2019-2021 general fund budget.

Such costs include and are estimated to be:

\$.02/page per black and white 2-sided copy (limit up to 50 pages; \$1)

\$.12/each for 12" x 15" manila envelopes

\$3.25 mailing cost for each 12" x 15" x .5" manila envelope (limit 1 per student per week)

Total: \$4.37 per package mailed per student

x 254 students (1/4 of the student population)

Total per week: \$1,209.98

x 8 weeks of school = \$8,879.84

**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:**

Springport Public Schools Elementary and Secondary principals collaborated extensively with the PreK-12 teachers in their buildings to develop elements of the Plan specific to their grade level and or content department.

The district superintendent collaborated extensively with building principals and representatives of teachers and support groups to incorporate the various elements of instruction and support for students into a comprehensive and cohesive district wide Plan that aligns with any and all collective bargaining agreements.

Recognizing their desire to support teachers and administrators in the continuous learning and instruction of students the district superintendent communicated the elements of the Plan with





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Board of Education members, who provided guidance, encouragement and feedback through their questions and observations.

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

**District/ PSA Response:**

Springport Public Schools will notify students, parents and guardians of the plan using various methods of communication. Methods will include, but not be limited to, video text messages to all families using the Student Management System; posting information to each building's social media page, the district's website, local media, word of mouth and letters.

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.

**District/ PSA Response:**

Springport Public Schools will make every effort to have the Plan fully implemented by Wednesday, April 15, 2020.

9. Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses and Career and Technical Education courses.

**District/ PSA Response:**

All Springport High School Dual Enrollment students were provided a device and, if necessary, a wireless internet device on March 13th so they would be able to continue in their coursework.

Our Career and Technical Education students attend the Jackson Area Career Center, which is part of the Jackson County Intermediate School District (JCISD) programming. The JCISD 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 and/or fall of 2020.

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

**District/ PSA Response:**





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Springport Public Schools will continue to provide packaged meals to anyone age 18 and under while schools are closed. Students do not need to be present. Parents can pick up the meals for all students in their household and taken home at the following six (6) locations:

Grace Freewill Baptist Church, 16680 E. Michigan Ave., Albion

Clarence Township Hall, 27052 R. Drive N., Albion

N. Parma Church, 11970 Devereaux Rd., Springport

Parma Pope United Methodist Church, 10025 N. Parma Rd., Springport

Spring Harbor Mobile Home Park, Green St., Springport

Springport High School, (use the east doors at the Cafe/Gym entrance)

Meals Distribution Dates and Times are Mondays & Thursdays 11:00am-12:30pm

April 2,6,9,13,16,20,23,27

May 4,7,11,14,18,21,\*26,28

June 1,4

\* in place of Memorial Day May 25

**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:**

Subject to any applicable requirements of collective bargaining all Springport Public Schools salaried and hourly employees will continue to be paid based on their regularly scheduled work day and week. Any employee may be redeployed in order to provide them with meaningful work that is of service to the district's mission of supporting students and their families.

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

**District/ PSA Response:**

Springport Public Schools PreK-12 teachers will record and monitor all student participation in their classroom platform; document all communications sent and received; and all two way conversations, being certain to include the time, date, topic, and outcome.

Students' 3<sup>rd</sup> marking period grades are fixed as of the last day of face-to-face instruction on Friday, March 13. Any student who was failing a subject in the 3<sup>rd</sup> marking period will be given every reasonable opportunity to improve to pass the subject. All seniors will be given every reasonable opportunity to graduate.

**13.** Please describe how the district will provide mental health supports to pupils affected by a



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state of emergency or state of disaster prompted by COVID- .

**District/ PSA Response:**

Springport Public Schools counselors and social workers will provide mental health supports to students in multiple appropriate ways.

The High School counselor will continue to use Cisco Jabber so students' phone calls to the office number will arrive on the counselor's personal cellphone. The counselor is available virtually Monday - Friday 8am-4pm and 24/7 via email. Every Monday students will receive a be.nice.com e-blast with self-care strategies and ideas to navigate trying times.

The Elementary counselor will stay connected to parents and students through teacher FaceBook pages and the Remind App. In collaboration with teachers the counselor is also developing and using SEL menus for students to use that are similar to the content instruction menus used by content teachers.

The Community School Engagement Specialist and Social Worker are both providing students and families with connections to resources they need to be successful. Resources might be 3rd

party mention and emotional health counseling, telehealth appointments, and basic healthcare and hygiene needs.

**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:**

Springport Public Schools (SPS) will coordinate disaster relief efforts for child care with the Jackson County Intermediate School District (JCISD) by making available any and all resources necessary for providing the relief. The district will make available to the JCISD the use of district facilities (buildings, classrooms, gymnasiums, kitchens, cafeterias, playgrounds, etc.), district buses, equipment, and personnel in whatever capacity the coordinated needs of the JCISD and SPS is determined to be.

**Optional question:**

1. Does the District plan to adopt a balanced calendar instructional program for the remainder of the 2019-2020 school year?



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

**District/ PSA Response:**

As of this application there is no definitive plan to adopt a balanced calendar instructional program for the remainder of the 2019-2020 school year. During the remainder of this school year and the summer months preceding the 2020-2021 school year district administration, teachers and support groups, and the Board of Education will discuss whether or not adopting a balanced calendar instructional program is in the best interest of students and families in the community we serve.

Name of District Leader Submitting Application: Bob Cassidy, Superintendent

Date Approved: 4/10/2020

Name of ISD Superintendent/Authorizer Designee: Kevin Oxley

Date Submitted to Superintendent and State Treasurer: 4/10/2020

Confirmation approved Plan is posted on District/PSA website: Confirmed