



## **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 Plan
3. 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: April 13, 2020

Name of District: MesickConsolidated Schools

Address of District: 581 South Clark Street

District Code Number: 83070

Email Address of the District: akoms@mesick.org

Name of Intermediate School District: Wexford Missaukee

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: 04/13/2020

Name of District: Mesick Consolidated Schools

Address of District: 581 South Clark Street

District Code Number: 83070

Email Address of the District Superintendent: akoms@mesick.org

Name of Intermediate School District: Wexford Missaukee

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:

Mesick Consolidated Schools is planning alternative modes of instruction by providing electronic learning opportunities and instructional packets for our students. Parents and students will determine if they would like their materials electronically or through an instructional packet. These packets will be either picked up at Mesick Schools or by means of a delivery method. Students who do not have the ability 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:

The methods that Mesick Schools will use to keep students at the center of educational activities will be through the activities and staff/parent/student interaction. Teachers, administrators and staff will be contacting each individual student/families at a minimum of once per week. Administration will also be doing weekly phone calls to the students and their parents. The school success worker and counselor will be reaching out to At-Risk students and their families. We have established a "in need of a counselor" form that parents/student have the ability to complete and a counselor/success worker will follow up with them.

Teachers will also schedule office hours 2 hours/day with times staggered which will allow parents and students to contact them with questions.

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

District/ PSA Response:

The district is planning on delivering content in multiple ways through electronic lessons, phone calls and instructional learning packets. This will ensure that all of our students are receiving the instructional materials that they need and the resources. This also allows us to make sure that we are reaching each individual student.

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

District/ PSA Response:

We will be monitoring and managing pupil learning in multiple ways. The teachers will be issuing office hours for the weekdays. This will allow families and students to access their teachers that and know that they are available at those times to answers questions. This will also allow time for teachers to access their students and monitor their learning and what they need assistance. Each student/family will be contacted weekly.

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:

Mailing of Packets - \$10,000 (estimated)

Copy paper - \$10,000 (estimated)

Copy Overages - \$10,000 (renting machines - estimated)

Envelopes - \$1,000

School Nutrition/Cafeteria Employees - \$40,000 - We have an RFQ with Cadillac Area Public School which uses Chartwells. Chartwells has provided our summer feeding program for a couple of years. We are paying our cafeteria employees but not recieving meal reimbursement.

We will be using our general fund for these new expenses.

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:

Each building administrator met virtually with their teachers. This allowed us to gather ideas. Once we had additional guidance we met with a team of teachers spanning from early elementary to high school and included teachers that covered numerous content areas. At this virtual meeting, ideas were explored and created our distance learning plan. The plan was sent to the Board of Education for their review.

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

District/ PSA Response:

We will be notifying parents through phone calls, emails, text messaging, social media, app notifications and letters mailed home.

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:

We will begin implementation of our learning plan on April 20th.

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:

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students who are able to continue have the appropriate materials and support to complete those courses.

The Wexford Missaukee ISD will continue to offer CTE programming, in a distance learning format, to the extent feasible to students enrolled in Career and Technical Education Programs at the Wexford Missaukee Career Tech Center for the remainder of the school year. This will be conducted per the

WMISD Continuity of Learning and COVID-19 Response Plan.

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.



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

District/ PSA Response:

Mesick Schools is in an RFQ with Cadillac Area Public Schools and Chartwells has been providing our summer food service program for a couple of years. Chartwells is providing meals during our closure and will continue to do so. All students qualify for meals and meals will be provided if requested.

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:

Mesick Schools will continue to pay school employees and will use essential employees and redeploy staff to help with the deployment of the plan.

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

District/ PSA Response:

We will monitor student participation weekly. This will allow us to see which students are participating and which ones are not. We will be logging how many families/students are not responding which will allow us figure the percentage of our students that are participating.

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:

For resources and distribution related to providing mental health supports for the school aged students the district will continue to plan with the Cadillac-Crawford Physicians Health Organization to continue working under the 31N dollars to gather, support, and disseminate information in whatever format that is needed. Currently they are researching and organizing websites; handouts; articles; etc to have available for our district and individual building websites, Facebook pages or another format. The district will also be connecting social work relationships with the PHO to see how they may be directly reaching out to students. The district will also work with Community Mental Health to see what services they are able to offer. And the district will work with Cadillac Primary Care as they have behavioral health that will start doing video telehealth visits. The district will also be working to collaborate with any community services that have direct contact with students and need mental health resources, such as the YMCA.

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 follow it.

District/ PSA Response:

The district will continue to support the ISD's compliance with the Executive Order to connect the essential workforce to local emergency child care options in the following capacities.

The district will continue to support accurate and reliable information/resources to parents and family support agencies supporting the essential workforce. The current process is an online referral to the state website [www.helpmegrow-mi.org/essential](http://www.helpmegrow-mi.org/essential), and for families, without internet access, direct contact to ECSN/ Northwest Resource is recommended. Toll free- 877-614-7328.

The district will continue to work closely with ISD staff, specifically the Superintendent and the GSRP Early Childhood Contact as identified as the points of contact for the ISD and their districts. The ISD has established the necessary relationship with our local Northwest Resource Center staff to identify existing licensed child care programs that will remain open to provide emergency care to essential workers.

The district will continue to work closely with the ISD and remain involved in the process to identify additional programs to provide emergency child care for the essential workforce as needed.

Optional question:

15. Does the District 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:

We will not adopt a balanced calendar for 2019-2020 school year. We may consider adopting the 2020-2021 as we will continue to monitor the situation.

Name of District Leader Submitting Application: Scott Akom

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: