



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 13th, 2020

Name of District: Alcona Community Schools

Address of District: 51 North Barlow Rd. Harrisville, MI 48740

District Code Number: 01010

Email Address of the District: oconnord@alconaschools.net

Name of Intermediate School District: Alpena Montmorency Alcona Service 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 13th, 2020

Name of District: Alcona Community Schools

Address of District: 51 North Barlow Rd. Harrisville, MI 48740

District Code Number: 01010

Email Address of the District Superintendent: oconnord@alconaschools.net

Name of Intermediate School District: Alpena Montmorency Alcona Service 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:

Alcona Community Schools will work to provide support for our students through implementation of our Continuous Learning Plan. We are planning correspondence style as well as an online mode of instruction for students.

The district has been working for the past three weeks collecting data from students with phone calls to every family in the district. We have data on internet accessibility, technology inventory for each

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:

Alcona Community Schools plans to maintain the focus of educational opportunities for students by grounding our work in the following three goals:

Goal One - Build relationships with students utilizing resources to communicate with students and ensure they are safe and have the resources needed all while continuing to offer food services.

Goal Two - Provide Socio-Emotional Learning opportunities for all students as they navigate the COVID-19 crisis.

Goal Three - Provide learning opportunities during the suspension of Face to Face instruction in April through the end of the 2019/20 school year.

As outlined in element four, the district will ground their work in communication via phone, video, text, or e-mail to establish that students have what they need to be successful. Our roles as educators are now more important than ever to focus on the whole child and ensure students have access and support to what they need.

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

District/ PSA Response:

Alcona Community Schools will utilize two methods of learning opportunities. The district will utilize the data gathered and parent feedback to support students and families through correspondence/packets or online learning.

If a family elects to participate via correspondence or packet learning, materials will be available the Friday before a new weeks begins. We plan to have families pick up via grab and go, e-mail, website, or delivery(if necessary). Support staff will organize and print packets each Thursday. Staff must have the following week's educational materials added to the designated shared drive folder by Wednesday at noon for the following week.

If a family elects to participate via online learning, we will utilize the district's approved Google educational resources communicate and facilitate learning. Alcona plan's to use current district curriculum resources to facilitate learning and not introduce new resources.

The district believes that by allowing students to chose their learning method, we can better focus on the three goals outlined in second plan element. Using familiar ressources will also ensure staff are comfortable and are able to focus on the goals and fostering trust to help us navigate through this difficult pandemic.

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

District/ PSA Response:

Alcona Community Schools will manage and monitor learning by focusing on two-way communication with students with approved tools(Google Voice, E-Mail, Google Meet, Google Classroom, Bloomz, See-Saw). The teacher of record and student will complete a two-way communication twice a week through video, phone, text, or e-mail. The communication must address the three goals of the plan. The district improvement team has developed a template to monitor the communications to be sure we are reaching every student in the district.

Each staff member will conduct office hours multiple times each week depending on their course schedule. The office hours will be staggered by building and grade levels to ensure all students have access to support. Staff will use Google Meet.

Our student support team in each building will be focusing on at-risk students and monitoring the engagement and communication. They plan to target disengaged students with additional communications.

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:

The district should not incur any additional expenses for employee costs other than what was budgeted due to the reasons below:

1. We are using our current hourly employees to prepare and staff the grab and go for food opportunities.
 - a. Cooks prepare the food
 - b. Bus drivers deliver the food via grab and go
2. We will be using our current hourly employees to prepare and deliver educational packets to homes.

The district did purchase some materials needed to support students and are listed below:

Supplies for Students(Care Package) \$3000 - General Fund

Wi-Fi Extenders x 2 for Parking Lots \$2400 - Title I

Chromebooks for K-3 Students \$50,000 - Title I

Google Voice for Staff \$2000 - Title I

Food Service Costs During Spring Break \$1000 - Food Service Fund

Anticipated Mailing Expenses \$4000 - 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:

Alcona Community Schools has worked collaboratively with all stakeholders during the period of the suspension of face to face instruction as the district planned for our Continuity of Learning transition. We began with a district-wide meeting on the 30th virtually to start brainstorming options for other modes of learning. We conducted another district-wide virtual meeting on April 3rd after the Governor's announcement to organize further guidance and discuss potential opportunities.

The district improvement team then began working on our COL plan. We started organizing resources supporting our plan in a shared Google Drive folder. On April 6th, we met as a district improvement team and then began scheduling building level and grade/department level meetings. In those meetings, we have started to analyze student connectivity data (collected during the previous three weeks) along with identifying power standards. Staff is actively working on uploading those standards into a learning plan template in the shared folder. As they worked through a variety of meetings, we gathered feedback to coordinate our COL.

The Superintendent has invited the board to participate in the district-wide staff meetings and has communicated through phone, e-mail, and video to all about the draft plan and gathering feedback.

District administration has been meeting multiple times a week discussing all issues surrounding the

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

District/ PSA Response:

The district had worked to improve communication in recent years. For the purpose of the plan and communication, we will be using a multi-faceted approach. We communicate primarily with a company called Thrillshare. The tool integrates our website, Twitter, Facebook, district app, texting, mass calls, and parent e-mails. We will be using the all tools mentioned and will accommodate parents with paper copies available during our grab and go food pick-ups.

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:

Alcona Community Schools is finalizing data collection and planning to begin implementation of the plan the week of 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:

We have a positive healthy working relationship with Alpena Community College. We are one-to-one at our high school so all students have access to computers.

Alpena Community College was aggressive in their shift to online learning for their students. They have been in communication with our high school principal and guidance counselor. We have worked collaboratively with ACC to make sure students had the supports to successfully finish classes and remove potential barriers.

The district will plan to offer CTE programming for students enrolled as part of our plan. We also plan on Alpena Public Schools educating students who were enrolled in their CTE courses.

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 for families through the end of the school year. We will continue to hold grab and go food pick up Monday evenings and Tuesday mornings (five days of breakfasts and lunches). We have set up a food hot line for parents to call if they are unable to make the trip to school and we will then deliver the meals.

We are also exploring adding a Saturday weekend grab and go for families.

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:

Alcona Community Schools will continue to pay all school employees through the remainder of the 2019/20 school year. The district has completed Memorandum of Understandings with our local associations to collaboratively redeploying staff to work in other areas as driven by our plan or essential district needs.

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

District/ PSA Response:

The plan will focus on the three goals outlined earlier in in the document. We will measure participation in the plan by documented two-way contact for all students K-12, engagement during established office hours, and completion of the learning opportunities provided for families.

All grading during the suspension of face to face instruction will be credit/no credit. During the first two weeks of the plan, the focus will be on reinforcing the learning standards we covered prior to schools being closed. Students will have the opportunity to make up missing work and improve their grade/score as of March 11th. Once a students and staff have had an opportunity to collect work, we will freeze the grades and use those to report learning for the second semester. The credit/no credit work will not count negatively towards the students grade/score during the execution of the plan.

It has been reinforced through this process that the goal is to build relationships with students. Do not focus on the scoring of the work, but aim small, miss small. Through the relationship building, focus on quality feedback for students.

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:

Alcona Community Schools plans to support students and mental health challenges in two ways during the state of disaster. As mentioned earlier in the plan, goal two for our plan is to embed Socio-Emotional Learning each week for students. We believe the SEL will offer a tier one support for all students. By making two way communication and screening students with our well-child check procedures, we can then make referrals for additional support for those in need. We have three behavioral counselors as part of our district supports. All are currently working and counseling patients via video conferencing software or phone. We will support those staff supporting students no matter if it's a billable service or not.

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:

Alcona Community Schools has a positive working relationship with the AMAESD. If needed, Alcona Community Schools will make current facilities available at the request of the AMAESD and will cooperate fully.

We respect and appreciate the leadership from, and the partnership with, the AMAESD and are confident that said partnership will grow and be strengthened during these challenging times.

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:

Alcona Community Schools does not plan to make adjustments to the 19/20 school calendar. We are exploring options for the 20/21 school year, but are unsure if we will move to a balanced calendar at this time.

Name of District Leader Submitting Application: Daniel O'Connor

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: