



## **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 14,

Name of District: Meridian Public Schools

Address of District: 3361 N. M-30

District Code Number: 56050

Email Address of the District: [www.merps.org](http://www.merps.org)

Name of Intermediate School District: Midland County ESA

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 14, 2020

Name of District: Meridian Public Schools

Address of District: 3361 N M-30

District Code Number: 56050

Email Address of the District Superintendent: craig.carmony@merps.org

Name of Intermediate School District: Midland County ESA

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:

Meridian Public Schools sent out multiple surveys to students and families to gather specific information regarding their technology needs around internet access and devices, mental health supports, educational needs, and basic needs such as food, clothing, and utilities.

Our survey data responses indicated that around 90%+ of households had internet

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 District will use the survey data that was already collected to plan appropriate social and emotional learning supports for students and families. Virtual counseling will be available for students. Teachers will utilize online meetings with students and hold virtual office hours and be available through phone or email. The staff has committed to treat this situation with compassion and focus on the needs of the Whole Child which means that ensuring that students feel safe and valued is a priority.

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

District/ PSA Response:

Meridian Public Schools sent out multiple surveys to students and families to gather specific information regarding their technology needs around internet access and devices, mental health supports, educational needs, and basic needs such as food, clothing, and utilities.

Our survey data responses indicated that around 90%+ of households had internet access. The District created a more specific survey to gather information in order to provide technology to students in the form of devices and internet hot spots.

Meridian Public Schools are utilizing multiple modes of learning that include the following:

1. The use of online learning that includes virtual instruction (Zoom, Doio, Google

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

District/ PSA Response:

Learning will focus on growth and not mastery during this time. We will focus on what is essential and what is practical. Students can submit assignments electronically for feedback and take assessments online. Packet will be re-collected so teachers can assess and provide feedback via phone, email, or written feedback sent through the packet distribution system. Teachers can monitor progress during virtual classroom time. In addition, students can continue to use their online programs which provide immediate feedback.

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:

#### Budget

Hot Spot Purchases for 50 devices-\$6,650

Two Month Internet Connection is \$45/month per device is \$4,500

Mailing home of packets-\$2,500

Possible purchase of upgraded Zoom for security purposes \$6,500

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:

A variety of stakeholders contributed to the development of the plan. The plan was informed by the results of a survey given to families (data analyzed on 3/31, 4/2, 4/5 and 4/7), multiple district-wide administrator meetings and by teachers in numerous virtual staff meetings. The Board will approve the plan at a Board Meeting on 4/20/2020.

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

District/ PSA Response:

The District will notify students and parents through each avenue of its digital mass communication tools (Aptegy, Facebook, website, phone calls, teacher communication), and provide materials by mail for those who need that delivery method.

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:

The Continuity of Learning Program officially started on 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 year.

District/ PSA Response:

The District has continued to provide supports in the Early College Program who are now learning online to continue with their learning. Staff has been assigned to provide virtual office hours and support. In addition, our own CTE courses will be part of the COL Plan and restart on April 13. We are still waiting to hear from CTE providers that we collaborate with for courses in Midland County and at the Bay Arenac Career Center.

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 has been providing meals since the week of March 16th and will continue to do so for the duration of the closure as required by the Executive Order. We are currently providing meals to over 700 students. We will continue to promote the program in hopes of adding additional students.

The District has both pick-up and delivery options for families. All times are posted on the district website and are sent through various district communications. We have signed up families with phone calls as well as having forms available electronically.

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:

We are committed to paying all school employees and redeploying staff to assist with the continuation of the food program and the COL Plan. The District will redeploy support staff to support the daycare program at Sanford Elementary School, the food service program, the Continuity of Learning Plan, technology and ongoing construction. This work includes the preparing and distribution of food. The cleaning of areas to support daycare, food service, learning, construction and technology. Technology and construction support also requires the moving the materials and cleaning of spaces. All work will be done using social distancing protocols.

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

District/ PSA Response:

Staff will monitor the attendance and participation of students. This will be accomplished by the completion of physical materials when checking in with students and families. Work submitted electronically will be evaluated. In addition, minutes and progress using computer-adaptive learning is recorded automatically.

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:

Students will have access to mental health support. Our Social Worker, Counselors, Behaviorist, and Teachers will continue to do wellness checks with students and provide virtual counseling support. We started doing this the week of March 16th. We have surveyed our students and families to determine what specific needs exist.

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:

Meridian Public Schools currently operates a child care center that is open to essential employees.

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:

At this time, there is no plan to adopt a balanced calendar for either year. We have construction scheduled for this summer, so we cannot begin our year any earlier next year or have less time this summer to complete that work.

Name of District Leader Submitting Application: Craig Carmoney

Date Approved: April 14, 2020

Name of ISD Superintendent/Authorizer Designee: John Searles

Date Submitted to Superintendent and State Treasurer: April 24, 2020

Confirmation approved Plan is posted on District/PSA website: April 27, 2020