



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: 4/22/20

Name of District: Durand Area Schools

Address of District: 310 N. Saginaw St. Durand, MI. 48429

District Code Number: 78030

Email Address of the District: mccrumb@durand.k12.mi.us

Name of Intermediate School District: Shiawassee Regional Education 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: 4/22/20

Name of District: Durand Area Schools

Address of District: 310 N. Saginaw St. Durand, MI. 48429

District Code Number: 78030

Email Address of the District Superintendent: mccrumb@durand.k12.mi.us

Name of Intermediate School District: Shiawassee Regional Education 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: Academic Packets will be mailed to all students, K-12 starting on Tuesday, April 21, 2020. The packets will consist of weekly academics that support learning starting on Monday, April 27, 2020 and continue through Friday, June 5, 2020. The district is

using a 3-Tiered approach, Foundational Tier (getting started with learning from a distance), Supplemental Tier (how to build upon past learning), and New Learning Tier (making progress with new learning).

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: In each packet, a contact page is included so parents and/or students have multiple ways to contact the educational staff, which will include but are not limited to email addresses and phone numbers. A district employee will maintain and support relationships as well as support the continued academic and social/emotional connections by contacting every student K-12 weekly. Students who have an IEP will also be contacted by their case manager teacher weekly, at minimum.

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

District/ PSA Response: The Academic Packets will be mailed to all students K-12. Special education students will receive an additional packet from their case managers. All packets will be individualized according to each student's academic schedule.

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

District/ PSA Response: Educators will be available through email to answer questions within a twenty-four-hour period upon receiving them Monday through Friday. Educators will also contact all students once a week to ensure that students are on track with the weekly assignments from the packets and to check on the social/emotional status of the student. The district will utilize a parent survey to gather feedback about their child's learning plan experience and progress.

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: General Funds paid for postage of approximately 1500 packets which totaled approximately \$2,625.

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: The following stakeholders collaborated in the development of the plan through multiple emails and meetings.

* Parents

* Durand Educational Association of Teachers

*Administration Team

* Durand Area Schools Board of Education

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

District/ PSA Response: The Superintendent of Durand Area Schools sent a voicemail and email to all families K-12. In addition, in each individualized student packet a cover letter was included with information regarding the purpose and content of the packet. The plan will be posted on the Durand Area School's website.

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: Implementation of the Plan will begin the week of April 20, 2020 with the packets being mailed to all students. This allows 4-5 business days for mailing so the students should receive the Academic Packets prior to the start date of April 27, 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: Individual contact and individual audits of grades and completion done at the high school level by the high school counselors. The counselors have also had contact with each college on their responses to the current shut-down and the options they are extending to students. Students were then made aware of those options. The RESD and our high school counselors have called and/or emailed each student to make sure they had what they needed to succeed. Those students that were struggling due to mental health, personal, or Covid related difficulties were able to take advantage of each college's policies without financial impact. We offered chromebooks to our students as well. MVU courses are running as usual with support from those teachers.

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 follow the schedule created, which includes multiple distribution locations and multiple times of distribution, for daily food distribution to eligible pupils. The schedule has been emailed, texted, sent via voicemail, and posted on the district website.

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.

12. District/ PSA Response: The Durand Area Schools District will continue to pay school employees through June 30, 2020.

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

District/ PSA Response: Participation of students in the Plan will be evaluated through a survey and the communications that the teacher and student will have on a weekly basis.

14. 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: The Shiawassee Regional Educational Service District will be providing mental health supports to pupils affected by a state of emergency or state of disaster prompted by COVID-19. The district has shared a hotline that parents and/or students can use to directly contact the Shiawassee Regional Educational Service District. In addition, each individualized student packet contains social and emotional activities and resources that also offer support. The packet also includes an example daily schedule for students to follow which focuses on the whole child and offers time for both academic and social/emotional support activities. In addition, students will be contacted at least once a week for a wellness check.

15. 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.

Durand Area Schools is prepared to work hand in hand with the Shiawassee Regional Educational School District. If the need arises, we would be able to host disaster relief child care centers.

Optional question:

16. 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?

Durand Area Schools will not go to a true balanced calendar for the 2020/2021 school year. We have secured a pre-Labor Day start through our county's application.

Name of District Leader Submitting Application: Craig McCrumb, Durand Area Schools Superintendent

Date Approved: 4/22/2020

Name of ISD Superintendent/Authorizer Designee: David E. Schulte

Date Submitted to Superintendent and State Treasurer: 4/22/2020

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