



MAISA

MICHIGAN ASSOCIATION
OF INTERMEDIATE SCHOOL
ADMINISTRATORS

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 15, 2020

Name of District: Summerfield Schools

Address of District: 17555 Ida West Road Petersburg, Michigan 49270

District Code Number: 58100

Email Address of the District: summerfield.k12.mi.us

Name of Intermediate School District: Monroe County ISD

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 15, 2020

Name of District: Summerfield Schools

Address of District: 17555 Ida West Road Petersburg, Michigan 49270

District Code Number: 58100

Email Address of the District Superintendent: hewitt@summerfield.k12.mi.us

Name of Intermediate School District: Monroe County ISD

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:

The district will use a hybrid model of instruction using both hard copy instructional packets primarily for elementary, K-6, and online learning platforms for junior high and high school, 7-12. For any student who does not have a device, Chromebooks will be or already have been provided. Our survey has identified approximately ten families who do not have internet access in their homes. We will work with these families to secure internet access either at their home or at a convenient location for the students. If internet access is not possible, these students regardless of grade level will have access to hard copy learning packets provided by their teachers. Any student who needs any school supplies will be identified and these supplies will be provided. All grade level appropriate textbooks and any other written instructional materials will be provided. All learning packets, school supplies, instructional materials and textbooks will be delivered to student's homes by the regular school bus routes. It is anticipated that there would be at least one delivery per week or more if needed. Learning packets will also be picked up by school bus on a weekly or bi-weekly basis.

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:

All K-12 teachers are expected to make contact with every student in all of their classes at least three times per week. The method of contact may utilize technology such as email, texting, Google classroom, Zoom or any other form of virtual meetings. If students cannot be reached through these methods, it is expected the teacher will make phone calls and make contact once per week with these students/parents. All email addresses and phone numbers are available to all teachers through eSchool. A primary goal of this communication, in addition to instruction and learning, will be for teachers to maintain ongoing and consistent communication with all students. The intent is to maintain connections and build relationships. Written notes with learning packets are also acceptable. All teachers will be required to document all teacher/student or teacher/parent communications. The social worker and school counselor will continue to reach out with regular communication with students who have identified mental health issues. A school wide survey for students and a school wide survey for parents have been conducted and the results will be used to determine physical, mental and emotional needs of our students and families. Resources will be offered to address these needs. School administrators will continue to make a positive presence on the school's Twitter account with encouraging and uplifting messages on a regular basis. Staff members have sent out, through electronic media, messages and videos of entertainment and encouragement for our students and families. It must be noted that this plan is a work in progress. Modifications and changes may occur to this plan as new information and resources become available. The MAISA document on Remote Learning Guidance will be used to add additional direction, guidance, resources and detail for the success of the plan.

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

District/ PSA Response:

For our students without technology, hard copy learning packets will be delivered and picked up at their homes by school bus on a regular basis. Most of the elementary instruction will be learning packets. Packets could also be mailed if necessary. Learning packets will be supplemented by weekly phone calls from teachers or other forms of technology, if available. Students with technology access will have content and instruction delivered through online platforms, email, Google classroom, Zoom, Facebook, Remind, among others.

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

District/ PSA Response:

For students without technology access or elementary students with learning packets, these packets will be picked up by bus on a weekly or bi-weekly basis. Teachers will be held accountable to receive and document the receipt of these packets. Feedback by teachers to students will occur during their weekly phone call, email, virtual meeting or written notes. For 7-12 students with technology, teachers will monitor student access and assignment completion on an every other day rotation on the instructional platform. Teachers will provide electronic feedback to students. Teachers will maintain appropriate records and documentation with respect to students who are not maintaining contact or completing assignments. Teachers will make phone calls to these students/parents. If these students are still not completing online work, principal or counselor may contact students and parents.

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:

Possible budget items:

- School supplies for students
- Printing costs for learning packets
- Mailing costs
- Employee time for preparing, printing and/or delivery
- Fuel cost for busses
- Additional technology resources for teachers and or students

Revenue sources:

- General Fund
- Title One
- 31a
- Technology millage

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:

All stakeholders have input into the plan. Building principals have and will continue to consult with classroom teachers with respect to development of the plan. Superintendent and building principal developed and wrote the initial draft of the plan. Draft copy of the plan was submitted to teachers and Board of Education members for their review and feedback.

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

District/ PSA Response:

The final copy of the Summerfield Schools Continuous Learning Plan will be:

- Posted on the district website
- Sent by email to all school families
- Announced on the school's Twitter account
- Communicated by phone message to all families using our Honeywell alert system

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 Summerfield Schools Continuous Learning Plan will be implemented on Monday, April 20, 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:

Summerfield students enrolled in dual enrollment courses at Monroe County Community College during the second semester of the 2019-2020 school year have continued to complete their course requirements online. The college has provided the plan and instruction for completion. These Summerfield High School dual enrolled students are being supported by the high school counselor with assistance, consultation and supplies as needed. All students who have moved from face to face learning to online learning have been given the option to choose credit/no credit for the course instead of a letter grade.

For Summerfield students in CTE programs and courses, school personnel will work with the institutions providing this instruction to ensure students will have the opportunity to complete their coursework. A few classes like welding and electronics require lab hours. Those students will receive an incomplete until they can complete those course requirements. The high school counselor will give necessary support, resources, supplies, direction, advice and help.

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

District/ PSA Response:

Summerfield Schools through our third party contractor, The Nutrition Group, will continue to offer meals to all eligible children and students 18 and under. The current program offers a two day per week meal availability and pick-up at the high school. This food distribution program has been advertised extensively on various platforms of social media on a regular and consistent basis. Five days of meals are provided on a weekly basis. Any changes in the program will be announced the same way.

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:

The district ensures all employees, salaried and hourly, will continue to be paid through the end of the current 2019-2020 school year. When possible staff members may be redeployed to complete meaningful work to support the context of this Continuous Learning Plan and our meal distribution plan.

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

District/ PSA Response:

Teachers will be accountable to keep track of the progress of all students with learning packets and online learning. They will also document all communication with students and parents. Students who are not actively engaged in the continuous learning plan and are not completing assignments or assessments will be identified and will receive a phone call from the teacher, counselor and/or the principal. In grades K-8 a pass/incomplete evaluation process will be used and in grades 9-12 a credit/no credit evaluation process will be used. Summer school programs are being planned that will be both online and direct instruction. Students identified for attendance at summer school will be those in K-8 who have received an incomplete in any class. Students in grades 9-12 with no credit in a class will have the opportunity for credit recovery in summer school.

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:

The district is currently reviewing results from both a student and a parent survey to determine the physical, emotional and mental health needs of students and families. Based upon the results of these surveys, the school social worker and the school counselor will reach out to students and families to determine to what extent additional supports are needed. Ongoing communication with individual students with mental health concerns will continue. Referrals to outside agencies are possible. Through their weekly phone calls to students, teachers will be asked to monitor specific student and/or family needs and pass that information on to the social worker, counselor or principal.

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 is not currently operating any local childcare centers. We have worked with the Monroe County Intermediate School District to identify available locations within the county to support our medical and first responders that are serving on the front lines of the COVID-19 Pandemic. Summerfield stands ready to work with local agencies to support this initiative if the need arises.

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:

Summerfield Schools is currently not planning to adopt a balanced school calendar for either the 2019-2020 school year or the 2020-2021 school year.

Name of District Leader Submitting Application:

John S. Hewitt, Superintendent

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: