

Continuity of Learning and COVID-19 Response Plan ("Plan")

Assurances Date Submitted: **April 10, 2020**

Name of District: **Onkama Consolidated Schools**

Address of District: **5016 Main St. Onkama, MI 49675**

District Code Number: **51060**

Email Address of the District: **ghagen@manistee.org**

Name of Intermediate School District: **Manistee Intermediate School 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 10, 2020**

Name of District: **Onkama Consolidated Schools**

Address of District: **5016 Main St. Onkama, MI 49660**

District Code Number: **51060**

Email Address of the District Superintendent: **ghagen@manistee.org**

Name of Intermediate School District: **Manistee Intermediate School District**

Name of Authorizing Body (if applicable):

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-CD.

District/ PSA Response:

The district plans to use a hybrid model of instruction using hard copy instructional packets and online learning platforms. Students without internet access will have access to instructional materials through a weekly instructional packet. All students will need access to materials such as paper, pencils, and crayons, which will be made available to families that don't have them. All students will have access to grade-level/course textbooks as needed to complete their work. The District plan does not penalize a pupil if they do not fully participate.

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:

Teachers will be expected to initiate contact with every student at least one time during the week. This may be done through the use of technology (for those that have access) such as Google Hangout or other forms of virtual meeting or through weekly phone calls. For students with technology access, teachers will also make sure to communicate multiple times each week through the instructional platform (Google Classroom, Moodle, etc.), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will include weekly notes to students in their instructional packet that focus on building relationships and maintaining connections.

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

District/ PSA Response:

For those students without technology, the main mode of delivery will be through hard copy instructional packets. This will be supplemented with phone conferencing to support instruction. The instructional packets will be delivered during meal delivery. Packets will be mailed to the student if they do not participate in meal delivery.

For students with technology, content will be delivered through the online platform, email, and other sites (Class Dojo, Moodle, Remind, etc.). Teachers will be accessible multiple times per week through these platforms.

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

District/ PSA Response:

For students without technology access, learning packets will be collected each week during meal pick-up. Teachers will review the learning packet and provide feedback to the student during their weekly phone call, virtual meeting, or email. Learning packets with written feedback will be returned to the student the next week. Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. A phone call would also be used as a follow-up if needed.

For students with technology, teachers will monitor student access and assignment completion on a daily basis within the instructional platform. Teachers will provide feedback to students on assignments through the instructional platform as they are completed (or on a daily basis). Teachers will differentiate instruction within the platform to meet each student's needs.

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:

Purchase of learning supplies such as paper, pencils, crayons, etc.

Printing costs (paper and machine copy cost)

Mailing costs (envelopes, postage)

Personnel time for printing, preparing and delivering

Fuel cost- mileage

Cost of online instructional platform and any related software/websites if applicable

Cost: \$1,000

Sources:

General funds

Title I and 31A

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:

Administrators, school board members and teachers collaborated and provided input for the development of this Plan via respective remote meetings and shared document communication.

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

District/ PSA Response:

The plan will be communicated through a letter to each family. The plan will also be dispersed through email to those that have access. The plan will also be posted to the district website. To ensure that everyone is aware that the plan has been developed and released a phone call message via Alert Now will be sent to all parents.

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, 2020.

District/ PSA Response:

It is the intent to implement this plan no later than April 17, 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:

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will assist the students in obtaining the appropriate materials and support to complete those courses. The students will be given the option to convert their grade to credit or no-credit.

For students in CTE programs 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. When needed the district will ensure the student has the necessary resources.

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

District/ PSA Response:

Onekama will continue to distribute food to children ages 18 and under twice per week via grab-n-go drive thru, currently scheduled on Tuesday and Thursday from 11:30pm-12:30pm. Multiple days of meals are available at each pick-up (Tuesday 3 breakfasts and lunches and Thursday 4 breakfasts and lunches). Dinners will be added. This schedule is subject to change, but if a change is necessary, this will be communicated with the community via the school Alert Now and school sign.

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:

Onekama assures it will continue to pay school employees and redeploy staff to provide meaningful work in the context of the Plan.

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

District/ PSA Response:

If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and parents. If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (DHHS, Behavioral Health, etc.).

13. Please describe how the district will provide mental health support to pupils affected by a state of emergency or state of disaster prompted by COVID-19.

District/ PSA Response:

The district will use Mental Health Professionals to respond to parent and student questions, providing support to parents, and children throughout the district who may be experiencing increased stressors during the MI state of emergency and Executive Order 2020-21 to stay home and stay safe.

Mental Health Professionals (MHP) can use different media platforms to provide supportive counseling to students and to meet with parents and teachers continuing to work to assure children are continuing to receive their education throughout the rest of the school year. The MHP will be able to provide therapy via telephone or video as available for the family/student.

Mental Health Professionals (MHP) will coordinate supportive meetings for staff, providing consultation and debriefing, stress management techniques, mindfulness practices and interventions for managing stressors or conflicts within the home setting that impede on distance learning. Additionally, building resources and practices for teachers and students to use at home to manage the impacts of this traumatic event within their lives.

Education and support for students, staff and families on the impact of trauma, educating and supporting everyone to understand the impacts of traumatic events on learning, behaviors, and emotional stability, especially if a child may have other trauma events they are managing as well. MHP can gather information, provide educational tips, and input. They can assure families and teachers have information needed to recognize symptoms and how to seek out assistance. Additionally, MHP will provide support to anyone calling in on the school's designated number. The MH Professional will assist in coordinating persons calling in with services needed and/or add supportive services at that time. The MHP will keep logs on calls and follow-ups. All data and information gathered can provide the District with details on operational interventions from the student and family perspectives, and to build a base of understanding for next year when students return after their trauma experience.

- 2. The Central Wellness Network (formally known as Manistee-Benzie Community Mental Health) will support these efforts?**

The District's MHP will work with other behavioral health agencies in the community (Centra Wellness Network) and Public and Physical Health agencies to assist in appropriate referrals for higher levels of care such as medical treatment,

case management, hospitalizations and general medical assistance. The MHP assists in coordination and follow-up assuring the student is linked into services as needed.

Centra Wellness Network provides support and educational materials and instruction to partners in the community. Consultation and supportive supervision can be provided as well to link the MHP with peers for consultation and support.

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 follows it.

District/ PSA Response:

Onekama has a daycare center within the school building. The daycare center is currently closed, but has completed the Disaster Relief Child Care survey. The daycare center is available to mobilize and open for the children of essential workers.

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, 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 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.

15. OPTIONAL QUESTION: Does the District plan 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:

Name of District Leader Submitting Application:

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: