



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, through Epicenter:

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 10, 2020

Name of District: Chatfield School

Address of District: 231 Lake Drive Lapeer MI 48446

District Code Number: 44901

Email Address of the District: Chatfieldschool@Chatfieldschool.org

Name of Intermediate School District: Lapeer County ISD

Name of Authorizing Body (if applicable): Saginaw Valley State University

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.

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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-CD.

District/ PSA Response:

During the past couple of weeks March 13 thru March 30, a survey of parents was conducted to see who had a device and internet connection that would allow for electronic distance learning. Chatfield School has distributed over 115 Chromebooks to families to try and ensure that at least one device is available to each family. Chatfield teachers have been conducting Zoom meetings to visit with
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students and see who is able to connect electronically. We have data showing that our staff has already been able to connect with 97% of parents or students. Chatfield Teachers have participated in several hours of Professional Development provided by our IT staff to prepare to instruct using Google Classroom, Google Meet, Whiteboard, and Zoom applications. We are developing a list of students who we have not heard from and the staff is making a phone contact with these parents. We have also provided parents with information to allow them to get free Wi-fi or hotspot activation and our IT department offers support to any parent that may have issues with connectivity. Anyone who is unable to connect digitally will receive homework packets in the U.S. Mail.

Chatfield School students, parents and staff will begin to provide distance learning to all students starting April 6, 2020. This distance learning will mainly focus on digital communication between the individual homeroom teacher and the student/parent using Google Classroom. Every student has their own individual Google Classroom account that gives them individualized access and allows for the school to monitor its use. Every day the homeroom teacher is required to post at least one Mathematics, ELA, Science or Social Studies lesson on their Google Classroom. These recorded instructional lessons can be accessed by students and parents anytime and any day. Teachers will use Google Classroom along with applications like Whiteboard, Screencastify and others. Students will submit their completed assignments through Google Classroom. All Special Education, Social Worker, and Speech Service staff also have set up Classrooms in Google Classroom and will be making modifications and accommodations for students as written in the students IEP. Our Specials teachers, Music, Art, Physical Education, Spanish and Technology will create lessons that the students can participate in and these will be posted in grade level Google Classrooms. Student active participation in their subject areas can range from 1 to 3 hours depending on what is age appropriate.

Parent tutorials have also been developed and distributed for parents to assist them in helping their children use Google Classroom and other teaching tips.

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:

Chatfield School has implemented distance learning and teachers are making sure that every student has a contact with a staff member either by phone, Google Meets, or Zoom. Teachers are posting a new lesson daily to their homeroom. Chatfield Staff created a video message encouraging them to stay strong, stay safe, and stay home, that was sent to all families. Students and families have created videos and sent them back to staff. Our teacher assistants are contacting all students who have a parent who is a first responder or working in the medical field. Our School Counselor is contacting students on her regular caseload that she met with on a weekly basis and is having a phone conversation with each one of them. The counselor is also offering resources through a Google Classroom that is open to all students. Our Social Worker is contacting the families and students that are on her caseload, weekly. Teachers also are required to have office hours, multiple times per week. The office hours have been communicated to the parents and students where they are available to talk with the parent or students to assist in the students learning.

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

District/ PSA Response:

We plan to deliver instruction digitally using Google Classroom, a weekly Google Meet or Zoom Meeting will be set up so that the students can interact with each other and their homeroom teacher. Assignments and lessons will be recorded in Google Classroom and available for students and parents to access. Special Education staff can make modifications and accommodations for students with IEPs. Support staff are also able to participate in Google Classrooms to provide necessary support as indicated on IEPs. Students who have been identified as having difficulty connecting digitally will receive an instructional packet in the U.S. Mail on a weekly basis with content covering the same curriculum goals as the students learning online. Any family needing translated information and documents will be provided on an as necessary basis. Students that receive printed instructional packets will be monitored by school directors on a weekly basis and will be based on teacher reports of student participation. The packets will be produced by the Chatfield School Staff and all materials will be provided by the school.

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

District/ PSA Response:

Student learning will be monitored by the homeroom teachers who will report every Friday their student's participation in daily distance learning. Students will be submitting coursework in Google Classroom. Any student that has not connected that week will receive a phone contact from the homeroom teacher. Parents will be asked if they need a mailed instructional packet or do, they believe that they can connect digitally. Every Friday the teachers will submit an attendance report to the school directors. Our plan seeks input from families about student assessment results in order to inform the teachers and parents about the potential for supplemental summer learning. Students with IEP's or 504 plans will receive all accommodations and modifications as required in their documents. Special Education and General Educations staff are responsible for these plans.

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:

Currently Chatfield School has enough Chromebooks that we have been able to distribute 115 to families already and have an additional 70 to distribute. We also have about 40 laptops that could be distributed if needed.

Additional possible expenditures.

Purchase additional Chromebooks (using REMC bid)- funded out of the SRSA Grant (Small Rural Student Achievement) \$10,000

Purchase additional WiFi Hotspots if needed for families- funded out of General Fund (Enrichment Account) \$3,000

Purchase additional software or subscriptions for staff and building use to enhance or improve the digital learning experience. - funded out of the General Fund (Instructional Technology Account) \$5,000

These are the additional budget items that Chatfield School might expect and use.

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:

District Administrators and all teaching staff were involved in the development of this plan during the Professional Development during the weeks of March 16 and March 23. Teaching Staff and Administrators held meetings with the entire staff, and grade level teams to provide input on this plan. The Board of Directors has been receiving updates on the plan and asked for input. The Board of Directors has reviewed this plan and approved this plan prior to its submission.

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

District/ PSA Response:

From the onset of the School Closure the school has maintained a Frequently Asked Questions newsletter and a Educational Resources newsletter that has been updated weekly. Additionally, a bi-weekly newsletter will be produced informing all parents of important school information as parents are accustomed to during the school year. A copy of this plan will be included in one of the newsletters and posted on our website. Parents will continue to receive phone calls, text messages or emails from the school leaders using the School Messenger system that has been utilized for several years. Teachers and other staff will be in contact with students and parents via email or phone call. Social media is also used but not as a formal method of communication.

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:

The implementation date for this plan is April 6, 2020. We plan to digitally meet with teaching staff weekly to review the effectiveness of the plan and to make modification if needed. The school will digitally solicit parent feed-back, and meet with the Board of Directors to review the effectiveness of the plan and to make and approve modifications if needed.

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:

Chatfield School is a Single Building School District that is K-8 and does not have any dual enrollment or CTE type classes. Chatfield School works in collaboration with the Lapeer Intermediate School District to insure that any 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, would be supported in completing the courses during the 2019-2020 school year.

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

District/ PSA Response:

Chatfield School will continue to provide food distribution as part of our Vended Meal Contract with Lapeer Community Schools. Chatfield Food Service Staff are working alongside Lapeer Community School staff to provide meals to anyone under the age of 18 at the Lapeer Community School’s Center for Innovation located within ¼ mile of Chatfield School. Distribution dates and times are being communicated with our families on our website, Frequently Asked Questions newsletter, School Messenger, and in local newspapers.

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 Chatfield Non-Profit Management Corporation with Chatfield School Board of Directors support at the March 19, 2020 Board Meeting, has agreed to pay all salary and hourly employees for the remainder of the school year. Employees are also guaranteed continued employment for the 2020-2021 school year. All employees have been informed of this decision.

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

District/ PSA Response:

Pupil participation in this plan will be evaluated on a weekly basis by school directors when reviewing the student participation data from the teachers each Friday. Teachers will evaluate the student’s participation based upon activity login of Google Classroom. Teachers will check in with their students during weekly office hours and established classroom meetings. Students that are not connecting digitally will have a phone conference weekly with their homeroom teacher. As appropriate teachers will provide feedback to students to ensure learning standards are achieved.

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:

Our School Counselor will make a weekly contact with students that she would regularly meet with. The counselor is also available to parents and students who can sign up for a conversation via phone or digitally through the counselor’s email. The counselor has also made various resources available to all students and families through an open Google Classroom. Our School Social Worker is communicating with her caseload students through phone calls or Google Meets on a weekly basis. School assistants will make weekly phone calls to families that have been identified as at-risk at this time whether it is because of COVID-19 illness, frontline workers or other reasons identified.

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:

We have been in communication with the Lapeer County ISD regarding childcare centers. We sent out a survey to our parents trying to establish who would need this service. We have made our building and staff available if needed by the Lapeer ISD. We also have shared cleaning supplies with the Lapeer ISD to support their centers. Chatfield School works collaboratively with the Lapeer County Intermediate School District.

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:

The Chatfield School Board of Directors does not plan to adopt a balanced calendar for the 2019-2020 school year. The Board of Directors has approved a start date of August 24, 2020 for the 2020-2021 school year. Chatfield School with snow days and shut down days has only missed 15 days of instruction well within the allowed 24 days as permitted by the state.

Name of District Leader Submitting Application: Matthew Young

Date Approved: Board approved on April 10, 2020

Name of ISD Superintendent/Authorizer Designee: David A. Lewis, SVSU 4/14/2020

Date Submitted to Superintendent and State Treasurer: _____

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