



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 17, 2020

Name of District: Manistee Intermediate School District

Address of District: 772 Parkdale Manistee, MI 49660

District Code Number: 51000

Email Address of the District: dcox@wmisd.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 17, 2020

Name of District: Manistee Intermediate School District

Address of District: 772 Parkdale Manistee, MI 49660

District Code Number: 51000

Email Address of the District Superintendent: dcox@wmisd.org

Name of Intermediate School District: Manistee Intermediate School 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:

MISD Special Education programs will be utilizing blended learning that includes but is not limited to: Google Hangout/Meet, Google websites, and educational packets to students. MISD surveyed families to determine the extent of technology and internet access available in each household.

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 and service providers will be performing a variety of activities to connect and build relationships with students that include but are not limited to phone calls, texts, Google Hangout/Meet, or messages.

The purpose is to ensure we maintain a connection with students and continue to make families aware of the resources available to them.

The MISD is also providing food deliveries to families that have requested this service via Dial A Ride. The schedule for local pickups is below:

- Brethren School, Kaleva Elementary School, Wellston Elementary School, Saint Bernards Catholic Church in Irons and at the old Dublin Store/gas station in Dublin.
- Pick up times are between 11:30-1:00 on Tuesday and Thursday.
- Bear lake school will have pick up times for food on Tuesday and Thursday between 12:00-1:00 outside the Elementary doors off Stuart Street.
- Onekama will have food pick up on Tuesday and Thursday 11:30-12:30 outside the Leaps and Bounds doors.
- Manistee Area Public Schools will be having food pick up Monday through Friday from 11:00-12:00 at the middle school/high school building. Food distribution will be a drive-through format.

The MISD Special Education teachers and related service providers will use a mixed media method including, but not limited to, the use of electronic devices, video conferencing, phone calls, texting, and mailed letters to keep in contact with families and students. Collaboration between school and home will include determining families' priorities of safety, health and well-being, and educational needs for their child during the stay-at-home Executive Order for the remaining 2019-2020 school year.

Keeping compassion first for families will be a primary consideration during all home contacts. Care will be taken to make a concerted effort for coordinating the number/frequency of school to home contacts to ensure we do not overwhelm families. School Social Workers may provide information about community resources to parents, Occupational and Physical Therapists will make arrangements to ensure students' personal medical equipment remaining at school is returned home. All transfers of equipment will be through establishing a pickup site at an agreed-upon location. Special Education Contingency Learning Plans will be created as needed and individualized based on prior knowledge of progress toward IEP goals and objectives.

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

District/ PSA Response:

The MISD Special Education programs will deliver content in multiple ways that include the following: sharing resources, websites, educational packets, and letters to home, on-line classrooms, phone calls, emails, and texts.

The MISD Special Education staff will collaborate with parents, case managers, teachers, and other related service providers to determine the best way to deliver educational content. The delivery of material will occur through mixed media, including the following (but not limited to): sharing resources, websites, educational packets and letters mailed home or dropped off via food delivery services, online classrooms, virtual meetings, phone calls, video calls, emails, and texts.

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

District/ PSA Response:

For students accessing instruction through a hard copy packet or virtual instruction, teachers will monitor their learning through weekly contact in most cases by phone or virtual meetings. Students and/or parent will be able to ask questions and teachers will be able to provide feedback to each student and/or parent. Teachers will be able to determine progress of each student and/or parent and modify instruction as necessary.

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:

Department	Need	Estimated Cost	Revenue Sources
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SE	Letter size envelopes Large Manilla envelopes Postage Teachers Pay Teachers Supplies for Students at Home (markers, scissors, paper, glue, pencils, etc.)	100,000	Property Taxes Local Millage
Tech		0	0

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 MISD Special Education Department collaborated with staff by:

- Special Education Director, Classroom and Special Education Coordinator held virtual meetings about the plan.
- Special Education Director, Classroom and Special Education Coordinator met virtually with each department (SE Teachers, School Social Workers, AI, VI, HI, and O&M Consultants, Speech and Language Pathologists, the School Psychologists, Occupational and Physical Therapists).
- The Special Education Director summarized and added the information into the Continuity Learning Plan on behalf of the Department.
- The Superintendent communicated with the Board of Education throughout the process of creating the Plan

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

District/ PSA Response:

The MISD Special Education Department will be sending out a ROBO call phone message to all ISD parents, reviewing the intent of the plan, and informing them that it will be available on the MISD front page of our 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:

The MISD Special Education Department estimates it will implement the Continuity Learning Plan April 20, 2020, and the Contingency plans, if needed, will be implemented shortly after that.

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 Manistee ISD serves local districts with Special Education Itinerant services and Center-Based Classrooms. Additionally, the Manistee ISD does not offer any postsecondary dual enrollment courses, nor does it offer or provide any Career and Technical Education programs.

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

District/ PSA Response:

The MISD Special Education Department has a list of eligible students in a google document who need food. Meals (breakfast and lunch and dinner) are prepared by our local Food Service Departments within our local school building. Arrangements have been made with Dial A Ride to deliver the meals every Tuesday and Thursday until the Executive Order has been lifted. The weekly deliveries contain enough food for seven days for each child.

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 Manistee ISD will continue to follow the directives within Executive Order # 2020-35, including paying all school employees. Additionally, Manistee ISD will honor the entirety of the current collective bargaining agreement. Furthermore, the Manistee ISD will provide meaningful and relevant work to all staff to support and implement the Plan and any essential services previously identified.

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

District/ PSA Response:

The MISD Special Education Staff will be creating a Special Education Contingency Learning Plans for their Special Education Students. Depending upon the severity of a student's disability and ability to communicate, he/she will be asked to participate in the creation of the Contingency Learning Plan. Communication with parents will provide an assessment of student's participation, and IEP Teams will determine Contingency Learning Plans.

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 MISD will coordinate services and refer to Centra Wellness and family physicians as needed as well as provide school social work services as part of Contingency Learning Plans.

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 will continue to support the 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 staff, specifically the Superintendents of local districts and the GSRP Early Childhood Contact, as identified as the points of contact for the MISD and their districts. The MISD 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 schools and remain involved in the process to identify additional programs to provide emergency child care for the essential workforce as needed.

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 MISD does not intend to adopt a balanced calendar at this time. The MISD will work closely with constituent districts as they make decisions regarding the 2020-21 Calendar

Name of District Leader Submitting Application: Dave Cox

Date Approved: April 17, 2020

Name of ISD Superintendent/Authorizer Designee: Dave Cox

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: