Char-Em ISD Continuity of Learning and COVID-19 Response Plan Application

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

Date Submitted: April 16, 2020

Name of District: Charlevoix-Emmet Intermediate School District

Address of District: 08568 Mercer Blvd., Charlevoix, MI 49720

District Code Number: 15000

Email Address of the District: jcrouse@charemisd.org

Name of Intermediate School District: Charlevoix-Emmet ISD

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.

**Char-Em SE Program response:**

Students will receive instruction through a hybrid model using online learning platforms and hard copy instructional materials. Students who do not have a device
will be provided with an iPad, Chromebook or Computer to access online content. For students who do not have access to the internet, local resources for where to find access will be provided along with hard copy materials. For students who need access to school supplies related to a classroom activity, supplies or modifications will be provided to the family.

**Alternative Education response:**
Both schools will continue to use GradPoint as a primary means of delivering instruction to all students. Additionally, the plan is to use a hybrid model of instruction using hard copy instructional packets, online learning platforms and other web-based tools in accordance to individual academic plans. For those students that have internet access, but don't have a device, devices will be made available. Students without internet access will have internet access made available to them.

**Birth-5 response:**
Early intervention will occur utilizing the method that supports the family: phone, email, or video conference via Zoom/FaceTime. Families without internet will have access to intervention supports through mailed packets conveying strategies to support development. Families with internet but without a device would be provided one.

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.

**Char-Em SE Program response:**
Teachers, teacher assistants, Itinerant service providers and the building principal will collectively work together to contact each student at least three times per week. Contact will be made through Remind texts, phone calls, email, Zoom, Google Hangout or Google Classroom. For students who are unable to access communication in these formats, teachers will send home student materials and communication through the USPS.

**Alternative Education response:**
All staff will be expected to make contact with every student at least one time during the week and teachers will be available as needed to provide assistance. answer academic questions, and provide supplemental materials. This may be done through the use of technology (for those that have access) such as Zoom, Skype, Facetime or other forms of virtual meeting or through weekly phone calls, email, instant messages with an emphasis on continuing to build relationships. maintain connections, and encourage active learning.

**Birth to 5 response:**
0-5 - Staff will attempt to connect with each family to determine the amount of frequency they wish to have during this time. This could be weekly, bi-weekly, or monthly depending on the individual needs of the family. Initial conversations will be focused on re-connecting with families and supporting their safety, health and welfare.

ECSE Classrooms - Teachers will attempt to connect with each family to share the learning plan and determine the amount of participation the family wishes to engage in. This may be done via phone call or the use of technology such as Zoom. Initial conversations will be focused on re-connecting with families and supporting their safety, health and welfare. Once the instructional portion of the plan begins, teachers will connect with families on a weekly basis.

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

**Char-Em SE Program response:**
For students who have access to technology we will be providing instruction via Google Classroom, Zoom, Remind and phone conversations. Students will be asked to spend 30 minutes-90 minutes per day engaged with school instruction through synchronous and asynchronous instruction.

For students who do not have access to the internet or who prefer not to access materials digitally, hard copy materials will be mailed to students homes.

All students in Char-Em ISD Special Education Schools are students with IEPS, students will each have an individual Contingency Learning Plan. These plans will outline services and supports based on the student's individual needs.

**Alternative Education response:**
Synchronous and Asynchronous learning will be supported via technology resources and supplemented with phone conferencing and email to support instruction. Any hard copy materials will be delivered via staff.

**Birth to 5 response:**
For families without technology, the main mode of delivery will be through mailed packets with strategies to support development. This will be supplemented with phone conferencing to support intervention. The instructional packets will be mailed weekly.

For families with technology content will be delivered through the phone, email, or video conference via Zoom or Facetime. Students in the ECSE classroom will utilize Google Classroom as a platform. Instruction will be delivered through pre-recorded lessons.
All students in the Early Childhood Special Education classroom as well as students receiving related services will have an individual Contingency Learning Plan that will outline services and supports based on individual student need.

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

Char-Em SE Program response:
Teachers will monitor student access to digital learning platforms. Teachers will also be connecting families multiple times per week to provide feedback and discuss learning needs and support.

For students without technology the teacher and parent and/or student will have phone conferences weekly to discuss student learning. The teacher will provide feedback and discuss learning needs and support.

Alternative Education response:
For students without technology access, learning packets will be collected each week. Teachers will review the learning packet and provide feedback to the student during their weekly phone call, virtual meeting, or email. 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.

Birth to 5 response:
Intervention content will be delivered within the context of the child’s daily routines. In addition, students in the ECSE classroom will participate in short pre-recorded lessons. Staff will engage with families to receive feedback on the strengths and challenges of these routines and lessons. Progress will be monitored per parent report.

5. Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.

Char-Em ISD response:
iPads/chromebooks $7,500
Mileage costs $5,000
Postage costs $1,000
Supply costs $1,000  
Printing costs $2,000  
Total $16,500

**Sources:**  
General and Special Education funds

6. Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.

**Char-Em SE Program response:**
This plan has been developed in collaboration with our Special Education Program School Improvement Team, administrators and teachers from Char-Em’s Alternative Education Program, members of the ISD’s Administrative Cabinet and in collaboration with our Board of Education members.

**Alternative Education response:**
All stakeholders were involved in the development of the plan. Building administrators met with their building teachers for initial input. They then met in grade level/content area teams to address the needs of each grade or content area. Building administrators brought this information back to district level administrators to collaborate. Before finalizing the plan feedback was sought from Board of Education members. Specifically, for this plan Don Heinz, Crooked Tree Instructor, and Kelly Wilson, Lakeview Instructor collaborated to create a plan for their perspective schools.

**Birth to 5 response:**
The Early Childhood Team was involved in the development of the plan. The Director of Early Childhood met with the entire team as well as subgroups for input and plan development. The Director of Early Childhood brought the information back to the cabinet level and Board of Education members for input and approval.

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

**Char-Em SE Program response:**
This plan will be posted on the Char-Em ISD website. The plan will also be shared with families through email and the Remind communication application.

**Alternative Education 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 and other social media platforms as well. To ensure that
everyone is aware that the plan has been developed and released, a phone call message will be sent to all parents.

**Birth to 5 response:**
All families have been contacted and notified of the plan to provide remote intervention and services.

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 28th.

**Char-Em ISD response:**
The implementation of our plan will begin on April 20, 2020.


**Char-Em SE Program response:**
For students in our CTE programs we will be working with our CTE director or LEA to determine the next steps. We will ensure that students have access to the necessary materials to successfully complete each course.

**Alternative Education response:**
Neither Lakeview nor Crooked Tree currently have any dual enrolled students or students enrolled in district CTE programming

**Birth to 5 response:**
This question does not apply to this program.

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

**Char-Em ISD response:**
Students who are enrolled in Char-Em ISD programs at all levels are eligible to continue receiving food distribution through their district of residence. Families can access the food distribution information and schedules for each of our local districts through a dedicated page on the Char-Em ISD website. Each local school district’s website also has their information and schedule.

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.
Char-Em ISD response:
Charlevoix-Emmet ISD will be paying all of its existing employees through the end of the 2019-2020 school year. We will redeploy the services of our employees as needed to meet the needs of our local districts.

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

Char-Em SE Program response:
Teachers will use documentation forms to capture phone conversations and zoom meetings with students/families. Teachers will use Google Classroom to monitor student wellness, engagement and completion of assignments. Teachers will also use Remind to communicate through texting and phone calls with parents. If a teacher is unable to connect with a family on a weekly basis, they will share that information with the principal who will work to develop a plan to connect with and support the student and their family.

Alternative Education response:
Staff will keep an active 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. Specifically, Lakeview is and will continue to be working with the 7th Probate Court in order to provide communication and support the needs of those students on probation. Additional support agencies may be sought to make these connections (DHHS, Behavioral Health, etc.).

Birth to 5 response:
Both attempts and successful communication with families will be kept on a log by staff. Services that are implemented will be logged in Ed Plan.

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

Char-Em SE Program response:
Teachers within Char-Em Program classrooms have been in contact with all students to determine basic health and/or mental health needs of students and families. In addition, related service providers have contacted the students who may be most at-risk for difficulty. Local district behavioral health providers are available to contact students should additional support be needed and can coordinate outside agency support when warranted. Teachers will continue to regularly contact students and will
monitor the need for additional support. Our administrators will be in regular contact with teachers to identify any students or families who need additional support.

**Alternative Education Response:**

The schools will provide an opportunity for all students to participate in an online survey or respond to one-on-one inquiries to determine their current mental health needs. Based on those results the staff (SW, counselor, principal, etc.) will reach out to individual students and families to determine what they may need. The counselor or appropriate staff member will help connect the family to outside agencies to help meet their needs. While teachers are making weekly phone calls, they will monitor and assess the needs of students and families. If a need is presented the teacher will elevate that need to the principal or counselor to make the necessary follow-up. Administrators will be kept informed at all levels of concern.

**Birth to 5 response:**

As individual staff determine family needs, they connect with the preschool social worker and Early On coordinator with concerns. These two staff members then reach out to families to connect them with resources in the community.

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 2020-161 or any executive order that follow it.

**Char-Em ISD response:**

As an ISD, we are working with all of our programs and local districts to meet the childcare needs of our workers deemed as “essential”.

15. 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?

**Char-Em ISD response:**

Char-Em ISD has no plans at this time to adopt a balanced calendar, and we will remain in close contact with our local districts so we are able to adapt our calendar as much as possible to meet the needs of their staff and students.