



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 8, 2020

Name of District: North Central Area Schools

Address of District: W3759 US Hwy 2 & 41 Powers, MI 49874

District Code Number: 55115

Email Address of the District: jeichmeier@ncajets.org

Name of Intermediate School District: Menominee County ISD

Name of Authorizing Body (if applicable): N/A

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 8, 2020

Name of District: North Central Area Schools

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District Code Number: 55115

Email Address of the District Superintendent: jeichmeier@ncajets.org

Name of Intermediate School District: Menominee County ISD

Name of Authorizing Body (if applicable): N/A

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:

North Central Area Schools will use alternative modes of instruction including on-line and educational enrichment packets tailored to meet the needs of ALL students in GSRP through Grade 12. Staff will provide weekly enrichment, real world activities, design challenges, and problem solving activities meeting the multiple modes of learning. All students will have the opportunity to show progress or mastery in multiple ways using

paper copies, photos, digital platforms, verbal comments, create a project, or whatever means possible. We have discovered that about 50 students would need a chromebook or similar device. We are working on safe content filtering before distributing these devices. All students had their academic progress evaluated on March 13, 2020 and will be progressing. Students will not be penalized for their inability to fully participate in academic tasks during this pandemic.

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:

Staff will continue to contact students weekly, at a minimum, by all modes necessary. (text, email, phone calls, letters sent via mail, Google Classroom, Google Hangout, YouTube channel, etc.) Staff will have office hours, and document this interaction with students and families. Counseling services will continue and be available for all students, staff and families.

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

District/ PSA Response:

The district will use on line learning and educational packets to meet the needs of ALL in GSRP through Grade 12. Educational enrichment packets will be delivered with meals, available for pick up or mailed through the USPS. New educational packets will go out every Tuesday.

GSRP home visits will be continued using virtual meeting formats or phone conferences for families without the ability to communicate using virtual meetings.

KD registration packets will be sent to families and transition discussed during virtual visits. NCAS is currently planning an open house/transition for August if it is allowable at that time.

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

District/ PSA Response:

Through communications with students, teachers will be able to assess knowledge, answer questions, and give positive feedback. Work completed will be shared via Google Classroom, Google Hangout, photos or screen shots, verbal communication, and student presented evidence of completed tasks. All teachers have specific office hours to assist students in need.

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:

The district plans to use Title Funds to help offset the cost of chromebooks and hot spots for online learning. Attached is a sample budget for the purchase of 90 chromebooks totaling \$19,566.90 and 3 mobile hot spots at a cost of \$1500 per unit, totaling \$24,066.90

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 district has been in collaboration with all stakeholders via teleconferencing, video conferencing, surveys, email, phone calls, Bright Arrow messages, etc. This will continue throughout this pandemic. A team of teachers and leaders met the past three weeks to formulate this plan. Each Monday teams met virtually to collaborate and create materials. The plan was then shared with the Board of Education on April 8, 2020 via email.

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

District/ PSA Response:

The district will continue to notify students and parents through phone calls, letters through the USPS, Remind App, emails, surveys, the Bright Arrow messaging system, district website, and the district Facebook page.

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:

Our district has continued to provide educational materials for ALL students in GSRP through Grade 12. Our district plans to officially begin implementation on April 9th, 2020.

Days Cancelled before March 16th:

11/27/2019 full day
12/2/2019 full day
12/3/2019 full day
12/9/2019 full day
12/12/2019 full day
1/29/2020 full day
1/30/2020 full day
2/14/2020 full day
3/10/2020 full day
9 days total

COVID-19 Cancelled Days

March 16-March 20
March 30-April 3
April 6-8
13 Total Days

March 20th: Teacher PD on Differentiated Instruction & Google Classroom through Michigan Virtual

March 30th and April 6th: Staff Preparations & Distribution of Student Materials
3 Total Preparation days per Continuity of Learning Plan

Continuity of Learning Plan Start Date: April 9th

End date for School: June 5th (pending snow day waiver for 3 days)

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:

NCA students dually enrolled are continuing their online learning and will finish on time. Administration has been in contact with Bay College to make sure that students are staying on track and will continue to check on student progress.

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

District/ PSA Response:

NCA will continue to prepare meals on a weekly basis as long as directed or until the final day of the academic school year.

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:

For the remainder of the 2019-2020 school year North Central will continue to pay and utilize their employees. Teachers will play a central role in ensuring the success of the Continuation of Learning Plan. A letter of agreement was reached with support staff on April 6th, 2020 that outlines support staff duties for the remainder of the school year. Support staff will be utilized in a variety of different roles.

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

District/ PSA Response:

Through communications with students, teachers will be able to assess knowledge, answer questions, and give positive feedback. Work completed will be shared via Google Classroom, Google Hangout, photos or screen shots of completed paper packet tasks. Seniors will complete a comprehensive senior video project that involves collaboration from all graduating students.

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:

We are surveying our families and staff to see who might need social and emotional supports during this crisis. Staff is providing social and emotional learning lessons. Counseling services are available to meet the needs of anyone in our district, including students, staff and families.

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:

Jennifer Eichmeier, Superintendent of North Central Area Schools is willing to work with the Menominee County ISD in any way to provide for the needs of students and staff during this pandemic.

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:

Currently, our district has received a waiver to start before Labor Day. Our ISD has already approved this early start date.

Name of District Leader Submitting Application: Jennifer Eichmeier

Date Approved: April 8, 2020

Name of ISD Superintendent/Authorizer Designee: Steve Martin

Date Submitted to Superintendent and State Treasurer: April 10, 2020

Confirmation approved Plan is posted on District/PSA website: April 8, 2020