



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 14, 2020**

Name of District: **Mason Consolidated Schools**

Address of District: **2400 Mason Eagles Dr. Erie, MI 48133**

District Code Number: **58090**

Email Address of the District: **shaw@eriemason.k12.mi.us**

Name of Intermediate School District: **Monroe County 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 14, 2020**

Name of District: **Mason Consolidated Schools**

Address of District: **2400 Mason Eagles Dr. Erie, MI 48133**

District Code Number: **58090**

Email Address of the District Superintendent: **shaw@eriemason.k12.mi.us**

Name of Intermediate School District: **Monroe County 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-CD.

District/PSA Response:

Mason Consolidated Schools will use a variety of methods to provide education to all students. Instructional learning packets along with a virtual learning environment will be used. Should a grade levels material focus on the use of digital devices and a student need a device, one will be provided. The school will work with families needing internet and will provide a HotSpot where needed. All student’s Pre-K through 12th grade have a school issued login for Google Classroom and Office 365. This ability will provide a safe controlled environment for students and staff to work in.

Pre-K through 5th grade will have instructional learning packets for students. Learning packets

will be delivered to students using the schools bus system. Staff will provide on-line instruction through Google Classroom, MS Teams, Facebook Groups and with video clips saved on the Districts YouTube channel. Teachers will also email parent and student, phone calls and hold virtual office hours to communicate with students and parents.

Middle and High School will use Google Classroom for housing all materials along with learning packets. Staff will provide on-line instruction through Google Classroom, MS Teams, and video clips saved on the Districts YouTube channel. Teachers will also email parent and student, phone calls and hold virtual office hours to communicate with students and parents.

- 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:

Mason Consolidated Schools has made the social / emotional wellbeing of students it's primary focus this current school year. During this time Mason will continue to use our social workers and restorative justice coordinators for small group supports. These supports will be done through MS Team meetings or Google Meet. In order to make sure all students at Mason Consolidated Schools are engaged teachers, support staff, and administrators will keep a log of students who are engaged. During weekly grade level virtual meetings staff will review logs to target any students who are not engaged. Should a student not be engaged teachers will contact the student or parent as a first step in understanding why a student is not engaged. After the teacher has made this contact and a student is still not engage in lessons the teacher will communicate that during the weekly grade level meeting. The building principal will then make contact by phone and if need in person. It is the goal of Mason Consolidated Schools that every student is engaged in activities.

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

District/PSA Response:

Instructional packets will be used primarily at the elementary which will be delivered to homes by the Districts transportation system. Should an instructional packet be used at the middle or high school those packets will be available for pick up at that building. Arrangements can be made if a parent is unable to pick up a packet.

All Pre-K through 12th grade students have been issued a District provided email address. Staff and students / parents will be able to have a two-way communication with each other.

Students and Staff will use Google Classroom, Google Meet, MS Teams, and Facebook as solutions for virtual meetings.

Staff have access to phone numbers of students/parents.

Honeywell will be used to communicate key pieces of information anywhere from the classroom, grade, building, and District level.

Special education staff will collaborate with general education teachers to provide ideas and strategies for engagement and understanding by all students. Special education staff will be available for support and follow up with students with disabilities and will communicate with general education teachers when alternative resources may be needed to meet the needs of students with disabilities.

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

District/PSA Response:

Content and grade level teachers will identify appropriate content standards that are necessary to meet course objectives. Students will demonstrate an understanding of the content standards through assigned activities by the teacher. Teachers will review activities and record them as completed or not completed with feedback for the student.

Final evaluations of student participation and demonstration of understanding content standards will be reported with a Satisfactory (S) or Unsatisfactory (U) for Pre-K through 5th grade.

Middle and High School assignments will be marked with credit for completion, no credit for incomplete. 4th Quarter grades will reflect a student's participation during the quarter and will be reflected with either credit or no credit. Semester grades will reflect credit or no credit for the overall semester, based on a student's participation in the remote learning program.

At the High School level, course grades designated credit/no credit will not be used in the student's overall GPA Calculation. In addition, report cards and transcripts issued during this closure period will include a statement reflecting the COVID-19 Alternate Program as prescribed by Michigan Department of Education.

A student may receive an Unsatisfactory (U) or no credit if they consistently choose not to participate or engage in daily learning activities.

Current Virtual Learners will continue to follow approved district and state guidelines which include documentation of weekly two-way communication.

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:

Mason Consolidated Schools Additional Expenditures associated with the plan are:

Hotspots	10 @ \$40 per month x 12 months	Total: \$4,800
Student Chromebooks	20 @ \$219 each	Total: \$4,380
Materials Stipend for at-home Delivery of Education	67 @ \$100 each	Total: \$6,700
		Grand Total: \$15,880

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:

All staff took part in MS Team meetings on April 2, 2020 where the high level goals of the plan were shared. The plan was then developed in collaboration with all administrators and building level teaching teams. The Board of Education reviewed the plan.

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

District/PSA Response:

Parents and students will be notified of the plan through email. The plan will be placed on the school's website. Building level administrators, staff and the superintendent will hold virtual meetings either by classroom or grade level to present the plan and answer questions.

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:

Mason Consolidated Schools will begin our Continuity of Learning plan on April 20, 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:

Mason Consolidated Schools students enrolled in dual enrollment with Monroe County Community College or Lourdes University will continue to complete the requirements of the

classes.

In partnership with Monroe County Community College, our dual enrolled students, including students enrolled in the CTE courses, are continuing learning online. Students have been given information and offered support both by Mason Consolidated staff (through MS Teams, email and phone) and MCCC staff through email. Students were encouraged to use their MCCC email for information from the college.

Students will continue to have access to CTE programs at neighboring schools through our county CTE Consortium as they did prior. All information will come from the school that houses the CTE program. Students are being encouraged by our high school counselors to stay in contact with their teachers in the CTE programs since they will also be following a Plan that provides the necessary modes of instruction.

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

District/PSA Response:

Mason Consolidated Schools has provided meals to students since March 13, 2020 and will continue to offer pick up and delivered meals every Monday, Wednesday, and Friday. Meals for the weekend will also continue. Mason will continue meal service through the last day of school on June 8, 2020.

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:

Mason Consolidated Schools will continue to pay all hourly and salaried employees per all collective bargaining agreements. Staff will be redeployed as necessary to fulfill the needs of all students in the fulfillment of the learning plan.

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

District/PSA Response:

In order to make sure all students at Mason Consolidated Schools are engaged; teachers, support staff, and administrators will keep a log of students who are engaged. During weekly grade level virtual meetings staff will review logs to target any students who are not engaged. Should a student not be engaged teachers will contact the student or parent as a first step in understanding why a student is not engaged. After the teacher has made this contact and a student is still not engage in lessons the teacher will communicate that during the weekly grade level meeting. The building principal will then make contact by phone and if need in person. It is the goal of Mason Consolidated Schools that every student is engaged in activities.

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:

Mason Consolidated Schools has two social workers and a restorative justice coordinator who have already been and continue to be engaged with students who were on their case load. Through the weekly grade level meetings staff will discuss any needs that students might have and ways to support these needs. Mason Consolidated Schools will also consult with ISD's Mental Health Team as needed.

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:

Mason Consolidated Schools has offered to the ISD to be a child care center if 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:

Mason Consolidated Schools plans to offer a three week August Learning Camps to students in kindergarten through 11th grade. At this moment the plan is for Mason Consolidated Schools to hold it's first day of school on September 8, 2020.

Name of District Leader Submitting Application: Andrew Shaw

Date Approved: April 15, 2020

Name of ISD Superintendent/Authorizer Designee: Stephen J. McNew Ed.D.

Date Submitted to Superintendent and State Treasurer: April 15, 2020

Confirmation approved Plan is posted on District/PSA website: April 15, 2020