



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 Resubmitted: April 10, 2020

Name of District: Wells Township School District

Address of District: 38211 County Road 426, Arnold, MI 49819

District Code Number: 52160

Email Address of the District: llohfkink@maresa.org

Name of Intermediate School District: Marquette-Alger RESA

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 8, 2020 Resubmitted: April 10, 2020

Name of District: Wells Township School District

Address of District: 38211 County Road 426, Arnold, MI 49819

District Code Number: 52160

Email Address of the District Superintendent: dveiht@maresa.org

Name of Intermediate School District: Marquette-Alger RESA

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: Wells Township School District will use a mixed media approach for pupil instruction using both online sessions and work packets for all nine students. The district will provide students with Chromebooks to six families and Wi-Fi hot spots to four families. All

students will be able to have daily online lessons with their teachers in Google Meet. Students will be provided packets, math books, reading books, science books, social studies books, and music books. Teachers, students, and parents will communicate through email and telephone calls when necessary.

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: Students will be at the center of educational activities through online meetings with their teachers daily. Teachers will engage students in conversation daily, checking for any supports that are needed for the families. Math lessons have only one or two students per class which makes the lessons very personalized. ELA, science, and social studies lessons will consist of the class meeting as an online group. The K-2 only has three students, 4-5 and 6-8 both have five students. This provides the opportunity for comfortable interactions between students and teachers in their small school family group. Students feel valued and safe in the online class sessions just as they would in the classroom. Gwinn Area Community School District provides learning opportunities for our ECSE students.

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

District/ PSA Response: Wells Township School District is using a mixed media approach to learning. Teachers will meet with students online as scheduled in Google Meet. Packets are being sent home and completed and when work is returned a new packet is picked up. Some teachers may post recordings for student instruction. Parents are given suggestions to explore specific websites, art projects to create, and ways to participate in physical fitness activities to extend the learning experience.

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

District/ PSA Response: Teachers will manage and monitor student learning by listening to questions and addressing issues during the student/teacher group discussions. The teacher will clarify and model as needed and check for student understanding. Students will complete worksheets/assignments; Google Docs will be used for many assignments, and other student choice projects. Students will be assessed and graded on their work as in face-to-face instruction.

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: Wells Township School District will purchase four AT&T Hot spots for families that need the WiFi devices at $\$1.05 \times 4 = \4.20 and $\$34.99 \times 4 = \$139.96 \times 2 \text{ months} = \279.92 . This will take us to the end of the school year. The district plans to use Title I funds to pay for this and if needed the balance will be paid using general funds.

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: Teachers, board members, and the administrator collaborated in developing the CLP through telephone conversations, email, and text messaging.

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

District/ PSA Response: Once the plan is approved it will be posted to the Wells Township School District website in the budget transparency section at www.wellstownshipschool.org. An email will be sent out to all parents to inform them about the plan. Parents/community members may request a paper or an electronic copy of the Continuity of Learning COVID-19 Response Plan.

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: Wells Township School District will engage in online learning and packets beginning Tuesday, April 14, 2020 provided the plan is approved. Materials will be delivered to the students on Monday, April 13, 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: N/A

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

District/ PSA Response: Wells Township School District has applied for the Meals to You Program that delivers weekly boxes of non-perishable foods to the families that receive free/reduced meals along with transition students' families. The district is still waiting for approval to implement the program.

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: Wells Township School District will continue to pay all of the school employees for the remainder of the school year as written in the budget. School employees must use the Work Place Health Self-Screening before coming to the building. Staff members let others know when they will be working in the building and have created a work schedule so no physical interactions occur. The custodian is informed when people are working in the building and disinfects the building after each person leaves.

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

District/ PSA Response: Teachers will meet with the students daily in their online session. If the pupil does not attend the assigned session the teacher will contact the parents by telephone. Students are evaluated through group discussions, assignments, and projects.

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: Wells Township School District has a very close relationship between teachers, students, and parents. With the interactive daily meetings, students will have the chance to converse with their teacher and classmates. Students may feel more comfortable to express or share their feelings with their teacher and classmates rather than family members. If the teacher feels intervention is needed for a student/family, a conversation with the parent would take place to offer other available resources. The school will assist families to get the support that they need.

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: Wells Township School District will refer parents that are essential workers, to *Help Me Grow* <https://www.helpmegrow-mi.org/> to provide access to quality daycare programs. The school district is willing to open the building for daycare if the local programs reach daily limits.

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: N/A

Name of District Leader Submitting Application: Luann K. Lohfink

Date Approved: April 10, 2020

Name of ISD Superintendent/Authorizer Designee: Deborah L. Veiht

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

Confirmation approved Plan is posted on District/PSA website: April 13, 2020

Coronavirus Disease (COVID-19)
Workplace Health Screening

Company Name: **Wells Township School District**

Employee Name: _____ Date: _____

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): Yes No

New or worsening cough: Yes No

Shortness of breath: Yes No

Sore throat: Yes No

Diarrhea: Yes No

Current temperature: _____

If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4 F or higher, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.

You should isolate at home for minimum of 7 days since symptoms first appear.
You must also have 3 days without fevers and improvement in respiratory symptoms

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? Yes No

Travelled via airplane internationally or domestically? Yes No

If you answer “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days.