

## **Continuity of Learning and COVID-19 Response Plan (“Plan”) Application**

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: 4/16/20

Name of District: Kenowa Hills Public Schools

Address of District: 2325 Four Mile Road NW, Grand Rapids, MI, 49544

District Code Number: 41143

Email Address of the District: ghopkins@khps.org

Name of Intermediate School District: Kent Intermediate School District

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: 4/16/20

Name of District: Kenowa Hills Public Schools

Address of District: 2325 Four Mile Road NW, Grand Rapids, MI, 49544

District Code Number: 41145

Email Address of the District Superintendent: ghopkins@khps.org

Name of Intermediate School District: Kent Intermediate School District

Name of Authorizing Body (if applicable): n/a

In accordance with Executive Order 2020-35 a Plan must include all of the following parts:

**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.**

Kenowa Hills Public Schools plans to use Canvas, a learning management system (LMS), for remote learning. A device will be made available for those students who have internet access, but do not have a device. Hot spots will be provided to students who have a device, but do not have internet access.

All students who need access to materials such as paper, pencils, and crayons, which will be made available to families that don't have them.

Students with disabilities who have IEPs and those eligible for supports through Section 504 Plans will receive additional, individual consideration for ensuring access to content provided by general education teachers. In many cases, general accessibility efforts will allow for access to content provided by general education teachers. If the impact of a student's disability indicates that accommodations/alternative activities/modes of instruction are appropriate, those will be documented, coordinated and provided. This will include consideration of student needs and family circumstances. Parents/guardians will know who their point of contact is for questions regarding special education or Section 504 supports.

**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.**

Teachers will be expected to make contact with every student at least one time during the week. This will primarily be done through the instructional tools within the Canvas LMS (discussion boards, email, video conferencing, etc). In some cases, other tools readily and safely available to students and teachers will be used such as Google Hangouts. Moreover, phone calls may be a better option to connect with students personally depending on the needs of each learner. This expectation also includes direct services providers for students with disabilities. The focus will be on two way

communication. In some cases the needs of the students and circumstances will require consultation with a parent/guardian as compared with staff-to-student communication.

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

Using technology, content will be delivered through the Canvas LMS, email, and in some cases, on social media sites (Facebook, etc.). Teachers will be accessible for synchronous interaction to facilitate classroom discussion and interactions. Using a wide variety of content-based resources (video, primary-source documents, web-based simulations, etc.), asynchronous instruction will also be provided. Teachers will have defined office hours where they will be available for questions or needed support for students.

Students with disabilities who have IEPs and those eligible for supports through Section 504 Plans will receive additional, individual consideration for ensuring access to content provided by general education teachers. In many cases, general accessibility efforts will allow for access to content provided by general education teachers. If the impact of a student's disability indicates that accommodations/alternative activities/modes of instruction are appropriate, those will be documented, coordinated and provided. This will include consideration of student needs and family circumstances. Parents/guardians will know who their point of contact is for questions regarding special education or Section 504 supports.

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

Teachers will monitor student access and assignment completion on an ongoing basis within the Canvas LMS. Teachers will provide feedback to students on assignments through Canvas tools. Teachers will differentiate instruction within Canvas to meet each student's needs. Feedback may also be provided in the form of phone conversation as needed.

The IEP goals for students with disabilities will be monitored per each student's IEP to the extent possible under the current circumstances. Individual determinations will occur for any necessary changes in order to measure maintenance or growth of skills.

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

**1. Staff Chromebooks**

Cost = \$449.99

Quantity = 220

Total = \$98,997.80

**2. Staff MacBook Pros**

Cost = \$1598

Quantity = 25

Total = \$39,950

**3. Staff Windows Laptops**

Cost = \$1199

Quantity = 20

Total = \$23,980

**4. Student Chromebooks**

Cost = \$179

Quantity = 2537

License per Chromebook = \$24

Total = \$515,011

**5. Student iPads**

Cost = \$294

Quantity = 609

Total = \$179,046

**6. Hotspots (Sprint)**

Cost = \$22.95/month

Quantity = 120

Total/month = \$2,754+taxes

Total/year = \$33,048+taxes

**7. Canvas Learning Management System**

Total = \$31,500

- Price includes 2019-2020 subscription fees (K-12) and associated staff PD costs

**Grand Total (including hotspot subscriptions) = \$921,532.80 + taxes**

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

The Superintendent, Assistant Superintendent, Director of Finance, and the Kenowa Hills Education Association leadership had dialogue and discussion surrounding key elements within our *Continuity of Learning* plan on April 5, 2020. A draft copy of the plan was shared with these stakeholders on April 6, 2020. Feedback was also sought from the Kenowa Hills administrative team during the week of April 6, 2020. District leadership reviewed the final draft of the plan with union leadership on April 10, 2020. Finally, the Kenowa Hills Public Schools Board Curriculum Committee will review our *Continuity of Learning* plan on April 15, 2020, as a final step in collaboration and feedback.

It is also important to note that in preparation of delivering online instruction, a certified staff survey was distributed on April 3, 2020. This stakeholder feedback will help our district assess professional learning needs in the paradigm shift to online instruction. Virtual professional learning sessions will take place on April 15 and 16. Staff will also collaborate with colleagues on April 14 and 17 in virtual PLC's.

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

Our district will use three primary tools to notify parents and pupils of our *Continuity of Learning* plan. First, we will send a letter to all families through our *School Messenger* communication system. Second, this letter will also be posted on our district's website. Finally, we will post our *Continuity of Learning* plan in our Canvas Learning Management System, which is accessible by parents and students.

**Please provide an estimate of the date on which the district will begin implementation of the Plan.**

Kenowa Hills Public Schools will begin implementation of our Continuity of Learning Plan with staff on April 14. Our district will begin implementation of the Continuity of Learning Plan with students on April 20.



**Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses in completing the courses during the 2019-2020 school year.**

For our students in dual enrollment courses we will be working with the provider to determine next steps. This includes working with Davenport University, which our district partners with to offer a Middle College program. We will ensure that the students have the appropriate materials and support to complete those courses. The students will be given the option to convert their grade to credit or no-credit.

For students in CTE programs we will work with the ISD CTE Director as well as state level CTE directives to ensure our students have the ability to complete these courses. When needed the district will ensure the student has the necessary resources.

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

Breakfast and lunch will continue to be delivered to students using our school buses every weekday during the closure. Weekend meals are provided by Feeding Walker Kids and delivered on Fridays with the district's delivery. Meals are prepared daily by food service staff, other support staff and volunteers. Meals will be delivered by our contracted drivers with support provided by support staff and volunteers. Routes were established based on our elementary bus stops since these are nearly door to door stops with extra stops added, where needed, to ensure secondary students are also being served. Families are emailed weekly using *School Messenger* to remind parents of our meal delivery program. Routes are provided periodically in the email communications and are posted on the District website @ <https://www.khps.org/covid-19-update> and shared multiple times via social media. Any changes to our meal delivery program will be shared through *School Messenger*, posted on our District website and shared via social media pages.

**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.**

As part of the District's Continuity of Learning plan school employees will continue to be paid through the end of the school year. Letters of agreement with our collective bargaining units have been finalized. For certified staff, they will be instrumental in carrying out remote learning as documented in this plan and supporting documents. This includes social emotional supports and the instruction of the most essential standards not already taught, recognizing the time remaining in this school year and the constraints of remote learning.

For our hourly employees, staff will support the Plan in a multitude of ways. For all hourly staff, it is expected they will be working 5 out of every 10 days in order to allow all hourly employees across the District to contribute to the Plan. The main areas that they will be expected to support are with the preparation and delivery of our daily meal program which will allow for some student engagement while on the bus providing deliveries. In addition, they will support certified staff in making contact with students and parents to ensure they are progressing along the path laid out in conjunction with the Continuity of Learning Plan. They will also support students with IEP / 504 plans as needed to support the student, parents and staff in supporting the goals and outcomes listed in their respective plans. Work functions may include copying and duplicating of printed materials for specific students or content areas as determined by the Teacher, Instructional Coach or Building Administrator.

The staggered work schedule will allow staff to maintain their mental health and well being while supporting students with theirs.

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

Teachers will use our Canvas Learning Management System and previously mentioned communication strategies to monitor student wellness, engagement, and completion of assignments. Tools within the Canvas LMS allow teachers log of communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal level to develop an individualized plan to connect with the student and family. We will rely on our district's mental health team to provide additional layers of support in these instances. Furthermore, additional support agencies may be sought to make these connections.

**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.**

The district mental health team will survey parents to establish mental health needs. This survey will be given out at the building level through school messenger.

Each district mental health team building representative will compile a list from teachers of any students they were concerned about prior to Covid-19.

District mental health team will send out a mental health newsletter to all families in the district.

Based on results of the survey and teacher input each building level representative will reach out to families and determine what level of care is needed for the student or for the family.

Each Building Level SSW or Counselor will work with the current partnerships (Arbor Circle and

Family Outreach), our district CLS and 31N behavior specialists to connect families and students with outside agencies.

Continued assessment of needs will happen when the teachers are checking in with their students by asking families to complete a short mental health check in. Building mental health team reps will work with teachers weekly to identify any new needs that may come up as a result of the check in.

**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 - or any executive order that follow it.**

Based on initial survey results completed by the ISD the Kenowa Hills Early Childhood Center was not identified as needed to support disaster relief child care at this time. However, should we receive additional information regarding need, we will respond by mobilizing to provide necessary child care in accordance with whatever most recent guidance is for the parameters of that care.

**Does the District plan to adopt a balanced calendar instructional program for the remainder of the school year?**

Kenowa Hills Public Schools does not plan to adopt a balanced calendar instructional program for the remainder of the 2019-2020 school year. However, our district did begin the 2019-2020 school year prior to Labor Day.

Additionally, we would like to pursue a summer school program (as we have in previous school years) to support students requiring additional instructional support. We fully realize a summer school program may also require a similar paradigm shift to online learning.

**Does the District plan to adopt a balanced calendar instructional program for the 20/21 school year?**

Kenowa Hills Public Schools does not plan to adopt a balanced calendar for the 2020-2021 school year. However, we intend to start the 2020-2021 school year prior to Labor Day.

**Name of District Leader Submitting Application**

Gerald Hopkins, Superintendent

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: