

Kelloggsville Public Schools
Continuity of Learning Plan

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

Date Submitted: 4.24.20

Name of District: Kelloggsville Public Schools

Address of District: 242 - 52nd St. S.E., GR MI 49548

District Code Number: 41140

Email Address of the District: swright@kvilleps.org

Name of Intermediate School District: Kent

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.

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Date Submitted: April 24, 2020

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Name of Intermediate School District: Kent

Name of Authorizing Body (if applicable):

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:

Elementary- Given the lack of technology for our students, our district is focused on hard copy instructional materials. Each student will be provided with a grade-level instructional packet. Special education and EL student packets will be differentiated based on their achievement level. These packets can either be picked up at the food pick-up site, sent by mail or by delivery to the home. Each student will be provided with pencils, crayons, paper, glue stick and scissors to assist with the completion of their work.

Secondary- The district plans to use a technology based platform for remote learning. For those students who have internet access, but don't have a device, devices will be made available. If students have a device, but do not have internet, our schools will provide wi-fi

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access from their parking lots while people remain in their vehicles. All students will need access to materials such as paper, pencils, and crayons, which will be made available to families that don't have them. All students will have access to appropriate educational materials as needed to complete their work.

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:

Elementary- Teachers will be expected to make contact with every student at least one time during the week. This may be done through the use of technology, for those that have access, such as Google Hangout or other form of virtual meeting. For those without access to technology this will be done through weekly phone calls. Teachers will focus on building relationships and maintaining connections.

Secondary- Teachers will be expected to make contact with every student at least one time during the week. This will be done through the contacts in the instructional platform or other forms of media such as Remind, Class Dojo, Google Hangout, Zoom, etc. In some cases, phone calls may be a better option to connect with students personally. Zoom or Google Hangout will be utilized for student interaction as appropriate. The focus will be on two-way communication.

3)

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

District/PSA Response:

Elementary- The main mode of delivery will be through hard copy instructional packets. This will be supplemented with phone conferencing and through virtual meeting spaces for students that have access. These packets will be developed with each grade level in mind, allowing for differentiation of work as necessary for students needing it. Instructional packets will be delivered to students during the meal distribution times. If students aren't able to access the materials during meal distribution times packets will be mailed to students or delivered to their home.

Secondary- Using technology, content will be delivered through the online platform, email, and

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other social media sites (Facebook, Remind, etc.). Teachers may use synchronous interaction to facilitate classroom discussion and interactions multiple times per week. Asynchronous instruction through pre-made videos will be provided multiple times per week.

4)

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

District/PSA Response:

Elementary- Teachers will monitor student progress through their weekly contacts with the home. During these contacts, teachers will answer questions and provide feedback to students and parents as needed. Support personnel will also periodically check in with students to make sure that work is being completed in a timely manner. Teachers will also have defined office hours on a daily basis where they will be available online for questions or needed supports for students.

Secondary- Teachers will monitor student access and assignment completion on a regular basis within the instructional platform. Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. Feedback may also be provided in the form of phone conversations as needed. Teachers will also have defined office hours on a daily basis where they will be available online for questions or needed supports for students.

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:

Elementary-
Purchase of learning supplies- paper, pencils, crayons, etc.- \$4,000
Printing costs (paper and machine copy cost)- \$ 11,600
Mailing costs (envelopes, postage)- \$ 1,000
Fuel cost (mileage to deliver packets)- \$250.00
Translating Costs- \$1,000

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Sources of funding:
General funds

Secondary-
Purchase of learning supplies such as paper, pencils.- \$1,000
Cost of online instructional platform and any related software/websites- Odysseyware- \$1,500
Translating Costs- \$500

Sources:
General funds

Total Expenditures- \$20,850

6)

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

District/PSA Response:

Central office along with district and building level administrators, met with building level leaders (including teaching, food service, maintenance/custodian, transportation and auxiliary) to come up with a plan that met the needs of our students, families, employees and community via in person meetings (small group 10 or less), email, conference calls via Zoom, Google Hangouts and telephone. All information was communicated to the board of education using the same methods for their input and approval.

7)

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

District/PSA Response:

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The methods used will be letters, email, school website, social media, district level call outs, and news outlets.

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:

The district will begin instruction on Monday, April 27th of this month. This will allow time for teaching staff to plan instruction, counselors to plan mental health services, and distribute technology to both staff and students.

9)

Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under Public Act 160 of 1996I, 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:

For our students in dual enrollment courses we will be working with the provider to determine next steps. 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.

10)

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

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District/PSA Response:

The district will continue to provide meals for curbside pickup at a central location (high school main parking lot) on Monday - Wednesday - Friday. Meals will be available for pick up. Families will be able to pick up from 11:30-12:30 on each day. Each meal packet will contain a breakfast and a lunch for two days.

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:

Yes, the district will continue to pay employees for the remainder of the school year per employee contract group and/or collective bargaining agreement. Job assignments have been modified for members of each group to facilitate our Continuity of Learning Plan.

12)

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

District/PSA Response:

Elementary- Teachers will keep track of which students are completing the weekly instructional packets through their weekly contacts with the home. They will also keep a log of all communication with students and parents. 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. Additional support agencies may be sought to make these connections.

Secondary- 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. Additional support agencies may be sought to make these connections.

13)

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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:

Initial contacts with families will be used to assess the overall well-being of both students and family members living in the home. Additional contacts, on a weekly basis, will serve to provide both academic assistance and to monitor the mental health of the family. If a need is presented, the teacher will elevate that need to the principal who then determines the best course of action, which could include referral to a school counselor, social worker or Mental Health Liaison.

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 follows it.

District/PSA Response:

Currently, Kent ISD Early Childhood is working to navigate essential worker families to childcare programs around the county. Kelloggsville has not needed to open its own classrooms to support this effort, however they are ready if the need presents itself. Families are encouraged to go to <https://www.successtartsearly.org/help-me-grow/> and complete the Essential Industry Child Care form. Families will be contacted within one business day with childcare centers and home providers who have open spaces that are located near their home or place of employment. Early Childhood Directors/Principals have been sent his information. Communications have also come from ECIC (Early Childhood Investment Corporation) navigating families to the centralized site <https://www.helpmegrow-mi.org/> where families can complete a form that will be sent to the ISD or they can click on the county they reside.

15) OPTIONAL QUESTION:

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?

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No, to both questions.

Name of District Leader Submitting Application: Jeffrey Owen

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: