

# **Elk Rapids Schools**

## **Continuity of Learning and COVID-19 Response Plan**

**Date Submitted:** April 8, 2020

**Name of District:** Elk Rapids Schools

**Address of District:** 707 E. Third Street, Elk Rapids, MI 49629

**District Code Number:** 05060

**Email Address of the District:** Tom Enslen: [tenslen@erschools.com](mailto:tenslen@erschools.com)

**Name of Intermediate School District:** Traverse Bay Area Intermediate School District

**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.**

Elk Rapids Schools will use a hybrid model of instruction using hard copy instructional packets and online learning platforms. Elk Rapids Schools is a 1:1 district and all students have been given a device (iPad or Chromebook). For those students who have internet access, but do not have a device, devices will be made available upon request. Students without internet access will have access to instructional materials through a weekly instructional packet. These weekly instructional packets will be made available through multiple methods including a curbside pick-up system at each building, in coordination with district meal delivery, and via postal mail as needed. All students will need access to materials such as paper and pencils. Materials needed for learning will be made available to families who do not have them. All students will have access to grade-level/course textbooks, as needed, to complete their work. Instruction and learning will emphasize maintaining and building relationships with students. Communication between educators and learners will serve to support the social and emotional needs of students and provide opportunities for growth development in this area. Regardless of the reason, the district will not penalize any student or family for their inability to participate in any or all aspects of this remote learning plan. To the extent feasible, the district will make every reasonable effort to assist students and families with the support needed to access continued learning through this plan.

**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.**

Teachers at Elk Rapids Schools will be expected to make contact with every student at least two times during the week. This may be done through the use of technology (for those who have access) such as Google Hangout, Google Classroom, or other form of virtual meeting, or through weekly phone calls, e-mails, or Remind texts. For students with technology access, teachers will also make sure to communicate each week through the instructional platform (Google Classroom, Edmodo, SeeSaw, Otus, Moodle, etc.), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will include weekly notes to students in their instructional packet that focus on building relationships and maintaining connections. Additionally, for students utilizing packet learning, teachers will call or text these students (or parents) once per week to promote relationship building and to provide feedback on and support for academic coursework. Furthermore educators will be encouraged to send handwritten notes home to students and families to share good news, recognize accomplishments, promote growth mindset, provide encouragement, and demonstrate care, concern, and love.

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

For those students without technology, the main mode of delivery will be through access to hard copy instructional packets or workbooks. The instructional packets will be delivered via the meal delivery/pick-up systems and/or through curbside pick-up of packets from waterproof totes at a designated location for each grade level/building and/or via postal mail service. For students with technology, content may be delivered through the online platforms (Google Classroom, etc.), email, and other social media applications (Facebook, Remind, etc.).

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

Teachers will monitor and manage student participation and learning through their chosen learning platforms (Google Classroom, etc.) and/or shared Google Sheets at each building/grade level, and/or recording submission status (collected or missing) in the PowerSchool student information management system. Teachers will provide feedback on learning activities to students/parents through the online learning platform, and/or through email, phone calls, and text messages. For those students accessing remote learning through instructional packets, when applicable, answer keys will be sent home in the packet and assistance/support for self correction will be provided to students/parents via phone, text, or email. Further, due to the potential of spreading infection inherent in exchanging materials between school and home, we are asking that all students utilizing instructional packets NOT return their work to school or individual teachers. Instead, we ask that students (or their parents) either a.) take pictures with internet-capable devices and email them to

the teachers, or b.) make contact with the teacher by telephone, email, or other remote communications medium and explain what they've been working on for the week, whether live or through email/voicemail.

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

The district anticipates additional expenditures in the following areas:

Printing\Copying	\$ 7,000
Access fees for additional on-line learning resources	\$20,000

The district anticipates cost reductions, in our annual budgeted expenditures, as a result of the closure in the following areas:

Heating of school buildings	\$ 5,500
Fuel for busses	\$ 9,130
Electricity	\$18,315
Custodial Supplies (toilet paper\paper towels, trash bags)	\$ 4,565

In addition to the items mentioned above the district anticipates the loss of revenue in the following areas:

Daycare\Preschool Fees	\$60,900
School meals sales	\$93,500
Other Fees (building rental, pay to participate, etc.)	\$ 8,000

The district will use its General Fund operating revenues to pay for the additional expenditures and to offset the aforementioned lost revenue. These revenues include, but are not limited to, operating taxes, state aid, and other General Fund revenue. Any additional cost or lost revenue not able to be covered by the district's General Fund revenues will be absorbed by the district's Fund Balance.

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

Elk Rapids Schools COL plan creation included administration, teacher representatives from all buildings, and central office staff. Committee membership from EREA, Curriculum Council and Technology, including Special Education, Counseling, and Facilities Director were involved in the development of the plan, as well. Building administrators met with their building teachers for initial input and provided a follow-up opportunity to review the draft COL before submission to the intermediate school district. Building administrators have met with grade level/content area teams and building leadership teams to address the specific needs of those groups. Building administrators brought this information back to district level administrators to collaborate. Before finalizing the plan, feedback was sought from board members.

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

The plan will be communicated through local media, posted on the district website, emailed, and shared through social media and SchoolMessenger.

**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 13, 2020.**

Elk Rapids Schools plan will begin on April 13th, 2020

**9) Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses and Career and Technical programs in completing the courses during the school year.**

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.**

The plan will be communicated through local media, posted on the district website, emailed, and shared through social media and SchoolMessenger. Elk Rapids Schools will provide meals, both breakfast and lunch, from 11:00-1:00 Monday through Friday at both Cherryland Middle School and Mill Creek Elementary School. Meals will be available for

anyone 18 years of age and under. Families will be able to pick up meals at these locations. On Fridays, families will be able to pick up meals for Saturday and Sunday, if needed. A network of volunteers will be used to deliver meals if delivery is requested by a family. If the demand for delivered meals exceeds the capacity of the volunteers, the district will use our transportation department to deliver the meals. This plan will stay in place until at least the last planned scheduled day of school, which is June 5, 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: Elk Rapids Schools will pay all hourly employees their regularly scheduled hours during the school mandated closure. All salaried employees will be paid according to their employment contract or in compliance with the negotiated labor union agreement. Paraprofessional and nonprofessional staff will be assigned responsibility for individual student contact or phone calls, as well as other assigned duties per the building principals.

**12) Provide a description of how the district will evaluate the participation of pupils in the Plan.**

Each building principal will survey the teaching staff two times before the end of the school year (weeks of May 4th & June 1st) to determine the percentage of students not participating in remote learning. To the best of our ability, students who are not participating will be contacted by school personnel to check on their social, emotional, and academic welfare and we will attempt to remove barriers to their participation. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. Teachers will also keep a log of communication with all students and families.

**13) Please describe how the district will provide mental health support to pupils affected by a state of emergency or state of disaster prompted by COVID-19 .**

The district will survey all parents/students to determine their students' current mental health/resource needs. Based on those results, the behavior specialist (31n, SSW, counselor, etc.) will reach out to students and families to determine what they may need. The school counselor/social worker/behavior specialist will help connect the family to outside agencies to help meet their needs. If a student/family need is presented to a teacher, the teacher will forward that need to the principal or school counselor/social worker/behavior specialist to make the necessary follow-up. The principal will

hold weekly meetings with teachers to identify any additional students or families in 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 the Executive Order - or any executive order that follows it.**

We are not currently collaborating for disaster relief with the TBAISD. If future collaboration is necessary we will participate as needed.

Optional questions:

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

No, the district does not plan to adopt a balanced calendar program.

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

No, the district does not plan to adopt a balanced calendar program.

**Name of District Leader Submitting Application:** Mr. Tom Enslin

**Date Approved:**

**Name of ISD Superintendent/Authorizer Designee:**

**Date Submitted to Superintendent and State Treasurer:**

**Confirmation approved Plan is posted on District/PSA website:**