Continuity of Learning and COVID-19 Response Plan (“Plan”)
Decatur Public Schools

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: 4/10/2020
Name of District: Decatur Public Schools
Address of District: 110 Cedar Street, Decatur, Michigan, 49045
District Code Number: 80050
Email Address of the District: pcreagan@raiderpride.org

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: 4/10/2020
Name of District: Decatur Public Schools
Address of District: 110 Cedar Street, Decatur, Michigan 49045
District Code Number: 80050
Email Address of the District Superintendent: pcreagan@raiderpride.org
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: The district plans to use a hybrid model of instruction using hard copy instructional packets and online learning platforms. Students without internet access will have access to instructional materials through a weekly instructional packet. All students will need access to materials such as paper and pencils, which will be made available to families that don't have them. All students will have access to grade-level/course textbooks 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: 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 or through weekly phone calls and emails. For students with technology access, teachers will also make sure to communicate multiple times each week through the instructional platform (Google Classroom, Flipgrid, teacher created videos, 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. We will encourage relationships between students by having students write letters to classmates and returning them with their weekly instructional packet. Those letters will be mailed to students by the school.

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

District/ PSA Response: For those students without technology, the main mode of delivery will be through hard copy instructional packets. This will be supplemented with phone conferencing to support instruction. The instructional packets will be delivered during meal delivery. Packets will be mailed to the student if they do not participate in meal delivery.

For students with technology, content will be delivered through the online platform, email, and other social media sites (Facebook, Remind, etc.). Teachers will be accessible for synchronous instruction multiple times per week and asynchronous instruction through pre-made videos multiple times per week.

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

District/ PSA Response: For students without technology access, learning packets will be collected each week during meal delivery. Teachers will review the learning packet and provide feedback to the student during their weekly phone call, virtual meeting, or email. Learning packets with written feedback will be returned to the student the next week. Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed. Learning packets that are not picked up at food delivery or during office hours will be mailed.

For students with technology, teachers will monitor student access and assignment completion on a daily basis within the instructional platform. Teachers will provide feedback to students on assignments through the instructional platform as they are completed (or on a daily basis). Teachers will differentiate instruction within the platform to meet each student's needs.

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: Budget would include: Purchase of learning supplies such as paper, pencils, crayons, etc. Printing costs (paper and machine copy cost) Mailing costs (envelopes, postage) Personnel time for printing, preparing and delivering Fuel cost- mileage Cost of online instructional platform and any related software/websites if applicable

Sources:
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: All stakeholders were involved in the development of the plan. Building administrators met with their building teachers for initial input. They then met in grade level/content area teams to address the needs of each grade or content area. 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.

District/ PSA Response:

The plan will be communicated through a letter to each family. The plan will also be dispersed through email to those that have access. The plan will also be posted to the district website and other social media platforms as well. To ensure that everyone is aware that the plan has been developed and released a phone call message will be sent to all parents. A Spanish translation will be sent to ELL families as well. Beginning the week of April 13th, teachers will make phone contact to families for well check and to discuss initial learning plans.

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: We believe we’ll be able to implement the plan on April 21, 2020.


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.

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.

District/ PSA Response: Decatur Public Schools will distribute breakfast and lunch on Tuesdays and Fridays, noon through 1:00 PM. The food will be distributed to families as they pull into the Jr. Sr. High School parking lot, wait in line, and we deliver the food to the cars. In order to keep our social distance, we ask that the trunks or back doors be opened so we can simply put the food in the cars. We provide enough meals for seven days per week. We will continue this through the end of the school year, June 4, 2020. Families unable to pick up the food at school will have it delivered to them. Updates to changes in the food program or the Plan will be posted on the school’s webpage, facebook page, phone calls made home, emails sent home and posted in our local newspapers. All would be available in Spanish.

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: Decatur Public Schools will continue to pay employees during the period school is closed. Teachers and administrators will create and execute the Plan through June 5, 2020. Checking student progress, providing assistance, and communicating with students and families will take the place of their normal teaching duties. Paraprofessionals and other nonprofessional staff will be used to support the implementation of our plan. Support staff will be scheduled to allow for taking phone calls, copying and delivering packets home, making phone calls and other activities deemed necessary as determined by the school administration.

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

District/ PSA Response: If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and parents. If a student has access to technology, 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 (DHHS, Behavioral Health, etc.).

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: The district will survey all parents to determine their current mental health needs. Based on those results the behavior specialist (31n, SSW, counselor, principal, etc.) will reach out to individual students and families to determine what they may need. The behavior specialist will help connect the family to
outside agencies to help meet their needs. While teachers and bilingual staff are making weekly phone calls they will monitor and assess the needs of students and families. If a need is presented the teacher will elevate that need to the principal or 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. Telehealth may be used when available for students that have technology.

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 - or any executive order that follow it.

The Emergency Operations Plan for Decatur Public Schools will be used as it supports the Van Buren ISD should it be necessary to mobilize relief child care centers. Our Emergency Operations Plan provides guidelines to be used by the Decatur Public Schools administration, faculty, staff, and other emergency responding agencies, for preparing to deal with and then dealing with a crisis that might occur within or otherwise affect the school community. Simulations have been done in recent years in conjunction with the ISD and the Red Cross for disaster training within the district. A COVID-19 quick response team has also been formed through the Van Buren-Cass, and Berrien Health Departments.

District/ PSA Response: If you are involved in this process please state your plan here.

15. Does the District plan to adopt a balanced calendar instructional program for the - school year?

District/ PSA Response: If necessary the district would consider a balanced calendar. We are considering starting school the week of August 31st.

   Name of District Leader Submitting Application: Patrick Creagan
   Date Approved: 4/10/2020
   Name of ISD Superintendent/Authorizer
   Designee: Jeff Mills
   Date Submitted to Superintendent and State
   Treasurer:
   Confirmation approved Plan is posted on District/PSA website:

Attachments:
   District Letter to Families, District Letter to Families in Spanish on next pages
April 8, 2020

Dear Raider Families and Friends:

On April 2nd, Governor Whitmer signed Executive Order 2020-35, which orders all K-12 school buildings closed for the remainder of the school year — unless restrictions are lifted — and ensures continuing of learning by setting guidelines for remote learning. The administration and staff of Decatur Public Schools have been working on a “Continuity of Learning Plan” that will deliver instruction to our students. None of this instruction will be at the school and it will not be face to face. We will send the plan to the Van Buren Intermediate School District for review by April 17th. The plan, to be implemented no later than April 28th, will include distance learning as well as “paper and pencil” activities. The plan that Decatur Public Schools and all schools in the county will develop will be strong. Teachers will be in constant contact with students and families and we will do our best to help all students learn during this tough time. I have no doubt that our teachers and administration will create a plan that meets the educational and emotional needs of all our students.

As we work on this plan, we ask our families to provide valuable data by completing a survey by Friday, April 15th. The English/Spanish version of the survey can be found at:

https://forms.gle/BC2fkgmLu3pf15xk6

Important things to remember:

- We will continue to offer our breakfast and lunch program on Tuesdays and Fridays, Noon through 1:00 PM at the entrance of the Jr. Sr. High School. We will continue food distribution through the end of the school year, June 5th.
- We will make sure our seniors who were on track to graduate will indeed graduate. Students not on track will be given every opportunity to complete their coursework so they can graduate. We feel terrible that their last year was cut short and they missed out on a very special time. We plan on having a graduation ceremony whenever we are allowed.
- All state assessments have been suspended and the SAT and PSAT will be offered in the fall.
- The Third-Grade Reading law will not be enforced this school year.

There are many issues we’ll need to iron out and I ask for your patience as we develop the plan. In the meantime, please stay positive and safe, calling me at 423-6800 when necessary.

Sincerely,

Superintendent

The Decatur Public Schools is in compliance with all state and federal laws prohibiting discrimination in admissions or employment on the basis of race, color, ethnicity, religion, national origin, sex, disability, pregnancy, sexual orientation, age, marital status, military status, genetic information, or any other legally protected characteristic. Complaints under Title IX, Section 504, the Americans with Disabilities Act, and the Age Discrimination in Employment Act are to be directed to Kim Cugnetti, 110 Cedar Street, Decatur, MI 49045, (269) 423-6851.
El 8 de abril s2020

Estimada Familias y Amigos de los Raiders:

El 2 de abril la Gobernadora Whitmer emitió la Orden Ejecutiva 2020-35 que manda que todos los edificios escolares K-12 se mantengan cerrados el resto del año escolar — a menos que se quiten las restricciones— y asegure el seguimiento de aprendizaje por establecer guías para el aprendizaje remoto. La administración y el personal de las Escuelas Públicas de Decatur han estado trabajando en “Un Plan de Seguimiento de Aprendizaje” que llevará instrucción a nuestros estudiantes. Nada de esta instrucción tendrá lugar en la escuela y no será cara a cara. Mandaremos el plan al Van Buren Intermediate School District antes del 17 de abril para que lo revisen. El plan, que debe ser implementado a lo mas tardar el 28 de abril, incluirá aprendizaje a la distancia tanto como actividades con “papel y lápiz.” El plan que las Escuelas Públicas de Decatur y que todas las escuelas en el condado desarrollen será fuerte. Los maestros estarán en contacto constante con los estudiantes y con las familias, y pondremos de nuestra parte para ayudar a todos los estudiantes a aprender durante estos tiempos difíciles. No tengo duda que nuestros maestros y nuestra administración crearán un plan que satisfaga las necesidades educativas y emocionales de todos nuestros estudiantes.

Mientras trabajamos en este plan, les pedimos a nuestras familias que provean datos valiosos por completar una encuesta antes del viernes, 15 de abril. La versión en español/inglés se encuentra alt:

https://forms.gle/BC2fkgmLu3pf15xk6

Cosas Importantes que Recordar:

- Continuamos a ofrecer el programa de desayuno/almuerzo/lonche los martes y los viernes, mediodía hasta la 1:00 PM en la entrada del Jr. Sr. High School. Continuaremos la distribución de comida hasta el 5 de junio.
- Aseguraremos que los estudiantes del grado 12 que estaba bien para graduarse van graduarse. A A los estudiantes que les falta se les dará la oportunidad de completar las tareas para los cursos para que puedan graduarse. Sentimos terribles que se cortó su último año y perdieron una temporada muy especial. Pensamos llevar a cabo una ceremonia de graduación cuando se nos permita.
- Se han suspendido todos los exámenes estatales y se ofrecerán el SAT y el PSAT en el otoño.
- No se aplicará la Ley de Lectura de Tercer Grado este año.

Hay muchos asuntos que necesitamos resolver y les pido su paciencia al paso que desarrollemos este plan. Mientras tanto, favor de mantenerse positivos y seguros; llamenme al 423-6800 cuando sea necesario.

Atentamente,

Patrick Creagan
Superintendente