



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:

Name of District: Benzie County Central Schools

Address of District: 9300 Homestead Rd.

District Code Number: 10015

Email Address of the District: olsonmp@benzieschools.net

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

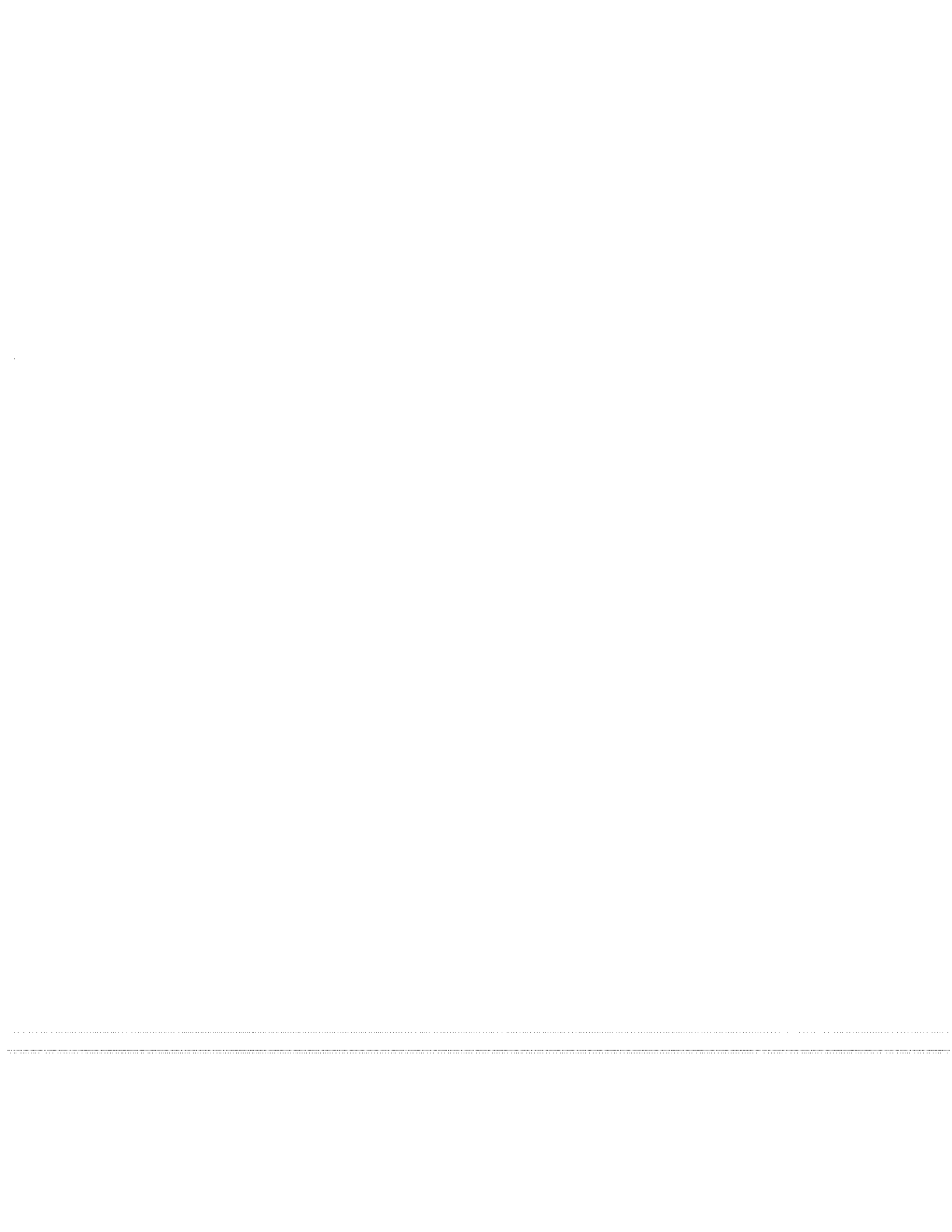
Name of Authorizing Body (if applicable): N/A

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.



**BENZIE COUNTY CENTRAL SCHOOLS
CONTINUITY OF LEARNING PLAN 2020**

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:

Benzie Central will be utilizing a hybrid / blend model of instruction online using platforms such as Google classroom, Class Dojo, and other like platforms to communicate and facilitate online instruction while also making hard copy packets available on a regular basis for those families that are unable to access online instruction. Packets will be direct mailed to families by request and online instruction will be facilitated directly by staff members with planning and collaboration on best practices taking place across the buildings, district, and regionally. Ultimately, this hybrid approach is the best option given our unique geography and limitations both from an infrastructure and economic standpoint in our district. The district will provide Chromebook to students by request and has already deployed over 100 devices during the opening weeks of the closure. Other materials such as paper / pencils / crayons will also be made available to families which do not have them. Students unable to participate will not be penalized for less than full participation.

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:

Benzie Central Schools is a Blueprint district and has employed the Building Network concept. Each building has a Building Impact Team which will be responsible for creating systems for ongoing outreach and communications with each student in their charge. Plans will utilize available staff and resources including virtual office hours, teleconferencing, phone calls, email, US mail, and other outreach as available and appropriate. Plans will require that each student is contacted at least 1-2 times each week to ensure ongoing support. This is in line with our Intensive Student Support Network system to assure we are meeting the non-academic needs of students alongside their academic needs.

**BENZIE COUNTY CENTRAL SCHOOLS
CONTINUITY OF LEARNING PLAN 2020**

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

District/ PSA Response:

We recognize that students continue to have unique needs and may require different approaches in instruction. All staff members will establish an online presence (if one is not already established) to facilitate ongoing communication with students and families. Google classroom will be our primary outlet, but other established outlets are acceptable as well.

When students are unable to access online materials, hard copy options will be utilized and made available via mail or through the home delivery system set up for meal delivery.

Staff will continue to be cognizant of the need to provide differentiated instruction where possible to best meet the individual needs of their students in this environment.

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

District/ PSA Response:

The district will be relying on our outreach to continually assess how student progress. Staff will continue to maintain academic records and track assignment completion. We will utilize our outreach systems to keep on working with students and families to keep students up to date on assignments, provide support and encouragement, and ultimately monitor closely student engagement, with a focus on re-engaging those who are falling off in participation.

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

District/ PSA Response:

Technology Support / Equipment

3500

**BENZIE COUNTY CENTRAL SCHOOLS
CONTINUITY OF LEARNING PLAN 2020**

Damage / Loss of Equipment (assume 20%)	24000
Printing / Materials	5000
Postage	5000
Summer Programs / Extended Year	25000
Supplemental Supports (Gas Cards)	2000
Volunteer Support (Meals)	3000
Protective Equipment	1000
Cleaning Supplies	4000
Revenue Loss – Preschool	39000
Revenue Loss – Before/After Care	12000
Revenue Loss – Athletic Gate	1000
Revenue Loss – Pay to Participate	7500

Benzie Central will utilize general fund revenues to pay for all additional expenses.

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:

Benzie Central Schools began with regional collaboration on framework of the plan alongside leaders in neighboring school districts in our intermediate school district region. Upon developing a plan framework, it was then presented to our District Impact Team for feedback. We are a Blueprint District, and our District Impact Team consists of district and building administrators and has representation from our Board of Education and our teaching staff / association as well. All stakeholders had input in the development of the plan.

**BENZIE COUNTY CENTRAL SCHOOLS
CONTINUITY OF LEARNING PLAN 2020**

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

District/ PSA Response:

Our school district has a robust presence on social media and also employs a school messenger system for mass emails and phone calls to our district, staff, and greater community. The learning plan will be posted on our website and available for public view. In addition, the superintendent and building principals will address highlights and important aspects of the plan in regular, multiple communications with staff, students, and community using a variety of methods.

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 seeks approval by Friday April 10th and plans to have the plan deployed by Monday, April 13, 2020

Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under Public Act 1996 PA 160, as amended, MCL 388.511 to 388.524, and Career and Technical Preparation Act, 2000 PA 258, as amended, MCL 388.1901 to 388.1913, in completing the courses during the 2019-2020 school year.

District/ PSA Response:

Counseling staff continue to be available to our students in these programs and may be contacted through simply filling out a short form / survey available online and linked to our webpage. Regular teaching staff, including student's homeroom / advisory teachers may also be resources in these circumstances. Finally, our partner institutions have available staff and supports online that we can direct those students to as well. The district will also be following guidance and direction of the TBAISD Career Tech Center to assist and support students in completing their programs.

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

District/ PSA Response:

**BENZIE COUNTY CENTRAL SCHOOLS
CONTINUITY OF LEARNING PLAN 2020**

Our district is proud to have a robust and very successful food distribution program. We are utilizing our bus routes to deliver enough food over 2 delivery dates to have breakfast and lunch for each student each day of the week. Our food service staff works with a dedicated core of volunteers to prepare and load meals on busses and those busses then drive our regular routes and deliver to any family in need. We are currently serving breakfast and lunch to over 800 students each day out of our nearly 1400 students in the district. We intend to continue this service as long as we are eligible to do so and as long as the safety of our employees and volunteers can be assured. We work closely with our health department for guidance in this area and continue to monitor and adjust our practices to ensure safety and maximum penetration to fulfill our community needs.

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:

We are committed to this practice and are continuing to pay all employees while redeploying staff for meaningful work in the context of this plan. All support staff will have meaningful roles in carrying out our plan. District teachers, administrators, and office staff will be supporting the implementation of the learning plan itself while other support staff (paraprofessionals, bus drivers, and food service) will be instrumental in the preparation and delivery of meals to our students.

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

District/ PSA Response:

The district will be tracking our relative success of outreach and working hard to achieve a 100% success rate with reaching our students. We will have staff track and log those outreach efforts and keep records on relative success or struggles in this area. In addition we will continue to track student progress in both online and hard copy instruction and will be able to note easily which students are taking part and which are not. Again, we would then use our outreach systems to track back and intervene where necessary to encourage full participation.

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:

**BENZIE COUNTY CENTRAL SCHOOLS
CONTINUITY OF LEARNING PLAN 2020**

Our district has a simple online form which may be filled out to request a call back from one of our dedicated counseling staff within 24 hours. We further have created a clearinghouse of available community resources on our website and continue to share such information on our social media accounts as well. We also have worked with our local community agencies to provide paper resource packets (which include available mental health services) on our food delivery routes.

Teachers will further be in direct connection with our students and may provide direct referrals to our counselors and/or community assets to support mental health services as well.

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:

Benzie Central has a GSRP / Headstart program located at Lake Ann Elementary that is currently shuttered along with the rest of the district. We have coordinated with our intermediate school district and local emergency management authorities to offer to reopen the facility, if needed, for care. As of this submission, there has not been necessary demand to do so, but we continue to stand ready if called upon.

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?

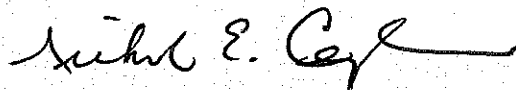
District/ PSA Response:

The district does not intend to adopt a “balanced calendar” for the remaining 2019-20 school year. At this time, we have not expressed intentions to move to a balanced calendar for 2020-21. However, all options are on the table and we are open to examining the balanced calendar or an early start as an option moving forward.

**BENZIE COUNTY CENTRAL SCHOOLS
CONTINUITY OF LEARNING PLAN 2020**

Name of District Leaders Submitting Application: Mr. Matt Olsen

Date Approved: April 9, 2020



Name of ISD Superintendent/Authorizer Designee: Dr. Nicholas E. Ceglarek

Date Submitted to Superintendent and State Treasurer: April 9, 2020

Confirmation approved Plan is posted on District/PSA website: April 10, 2020

