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

Date Submitted: April 8, 2020
Name of District: Mona Shores Public Schools
Address of District: 121 Randall Rd.
District Code Number: 61060
Email Address of the District: obrienb@monashores.net
Name of Intermediate School District: Muskegon Area Intermediate School District
Name of Authorizing Body (if applicable):

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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:
Connection over content is the overarching driver of our plan. Connecting with students and keeping our relationships is the top priority. Supporting our kids and families in every way possible will be our anchor.

The District will provide multiple remote learning options using a hybrid model for families in order to ensure access is made available for all students. A combination of on-line/virtual, email, social networks, and printed materials will be the alternative modes of instruction we offer.

We will be providing a Chromebook for every student to access digital materials. We will ensure access is made possible for all students by confirming internet access for each individual student. For those students identified as not having internet access we will find a way to help them access it through a variety of means.

We have completed an internet access survey of all students at the high school level and are working to connect those without service. At the middle school we have every 1st hour teacher contacting their classroom to ask if students have access to the internet. At the elementary level each classroom teacher is doing this. Once we have completed this assessment we will work to connect those without internet access. We are also expanding our internet to cover our parking lots at each school as back up for those that cannot connect.

For those that are unable to ultimately access the work through electronic means we will deliver printed material once per week. We will also deliver pencils, and other supplies as needed for all students.

The Plan ensures 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.

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:

Mona Shores will use multiple methods for ensuring the social-emotional health of our students as priority number one. Teachers will continue to reach out using all modes of communication with individual students, small groups of students, and entire classrooms. Zoom and Google Classroom will be two key sources for virtual meetings. Phone calls to families and students will be another resource along with email and social media. In addition there will be community building things such as yard signs and letters written to families.
Each week staff will communicate with families between noon on Sunday and noon on Monday. This communication will have a weekly plan with day by day expectations of learning and opportunities to expand their learning. We are utilizing a “must do” and a “can do” model of communicating what students are expected to complete.

In addition, the academic communication staff will be expected to connect a minimum of once per week with each classroom via Zoom or Phone to check on the wellness and needs of students. We will also be incorporating wellness activities into our weekly expectations.

All Special Education Staff, including Social Workers and Psychologists, will be meeting virtually with their kids to maintain and enhance the connection and support as much as possible.

Once we are able to return to school we will have a culminating activity or celebration for all students and families to have an opportunity to reconnect with teachers and staff.

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

District/ PSA Response:

Mona Shores will send email, text, and phone communication each week between Sunday at noon and Monday at noon. This communication will provide access to the weekly learning expectations for students. The focus will be on providing opportunities for students to engage in activities that foster learning in a way that allows students to work at the pace that is best for him or her.

In addition to the learning plan above teachers will use video meetings, video recordings, traditional paper copies delivered to homes, and phone calls to help ensure students have access to the learning. Teachers will also ensure contacts with the students in multiple ways that support them from a social-emotional standpoint.

Students with an IEP will continue to receive additional support from their Special Education teacher in addition to the support received from their General Education teacher(s).

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

District/ PSA Response:
The District will monitor and manage the individual learning by pupils utilizing our SMS, PowerSchool. When students complete an assignment or project it will be marked as complete. Students will be given a Pass or an incomplete based upon their engagement in the activities and this will be marked in the gradebook. No student will be penalized for a lack of access and those with an incomplete will be provided an opportunity to complete the work and attain a passing mark this Summer if possible or in the Fall of next year.

Granting credits to Students as a result of the Covid Pandemic March-June 2020 Given the School Closure of the remainder of school year.

Senior options for consideration:
Seniors will have the opportunity to earn CR or I in the courses they are currently scheduled in for the 3rd trimester.
Students in AP courses can select whether they wish to have the course be credit/no credit or earn a grade. Students who choose CR/NC and earn a grade of 100%-60% will receive credit. Students who fall below a 60% will earn NC. Their grade will not be included in class rank but can be used for individual GPA recorded on transcript.
Seniors on Track will be completed by March 11. Final GPA’s and class rank calculated at the end of 2nd term.

Remediation Plan- Seniors who were working towards credit recovery in 3rd trimester:
Seniors who elect to earn a .5 elective credit in a current scheduled course that can apply towards other required credits needed. Example: Senior Writing credit applied to a past failed English course.
Seniors who have additional credits to earn prior to the start of 3 term that were not in the current schedule will be given access to E2020 virtually during the School closure period and summer school. No fee. Option to enroll 5th year will be given. Seniors can elect to remain in a current virtually scheduled class to earn elective credit through the end of the scheduled school year. This credit can be applied to credits needed prior to school closure.

Students Grades 9-11

Students grades 9-11 will have the opportunity to earn CR or I in the courses they are currently scheduled in for the 3rd trimester.
Students in AP courses can select whether they wish to have the course be credit/no credit or earn a grade. Students who choose CR/NC and earn a grade of 100%-60% will receive credit. Students who fall below a 60% will earn NC. Their grade will not be included in class rank but can be used for individual GPA recorded on transcript.
Transcript for students will reflect: Credit (Pass) NC (Incomplete) Pass (CR) Incomplete (I) on transcript. Remediation plan for those students who earn (I) is summer school. If credit is not earned in summer school student will be relooped in that course in fall.
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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chromebook distribution preparation</td>
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<td>Current Technology Enhancement Millage</td>
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<tr>
<td>Chromebook repair, rewire and re-collection</td>
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<tr>
<td>Printing</td>
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<td>General Fund</td>
</tr>
<tr>
<td>Mileage for delivery</td>
<td>$10,000</td>
<td>General Fund</td>
</tr>
</tbody>
</table>

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:

The development of this plan has been a collaborative effort that began when the original school closure was announced on March 11, 2020. Teachers and Administrators immediately went into action working to find a way to stay connected to students. Communication and engagement quickly became the keys for teachers and students.

As we have navigated the bumps together in the first few weeks we have learned what works best for families and for our teachers. We have gathered organizational input from teachers and administrators to this point in the process and this input has helped develop the plan.

Teachers have collaborated through Dept. Chairs at the Secondary level and through Grade Level Chairs at the Elementary level. Administrators have collaborated to refine and define the current plan based on the input from the teachers. The Board of Education has been informed all along and have had opportunities to provide input if desired.

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

District/ PSA Response:
We plan to utilize SchoolMessenger to communicate in as many formats as possible. The District will create a video outlining the Plan for families and students. We have found video to be the most effective way to communicate with our families. This video will be shared via email and text along with Social Media blasts. In addition, a mailing will be sent to every home. A phone call directing families to our website will also go out to all households. Individual phone calls from teachers will come in the week following the roll-out of the Plan.

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 implementation of the Plan on April 13, 2020.


District/ PSA Response:

We will strive to support all kids at an individual level. We will work collaboratively with the Muskegon Area Intermediate School District, which helps run the CTC programs, to ensure students complete required courses according to the law. We will work with Early College along with Muskegon Community College to ensure that our dual enrolled students are able to complete their coursework and meet the requirements of the program. We will also utilize MDE guidance along with the Executive Order to assist students in being successful.

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

District/ PSA Response:

The District is currently sending 7 days worth of meals home with students every Friday using a pick-up and delivery system. We deliver to approximately 520 kids at
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:

This District can confirm that we 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 CBA.

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

District/ PSA Response:

The District will evaluate the participation of pupils by utilizing our Pass/Incomplete data. We will also collect data from teachers indicating engagement of students. This will be a simple spreadsheet of students in a class and those that are participating will be marked. This will provide an overall percentage for us that we can then use to help raise the level of engagement should it be needed.

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:

Meeting the needs of individual students will be of the utmost importance during this time. Individual connection via phone for our most at risk students will be one of our main sources of identifying and ultimately helping those students that need it. Counselors, teachers, and Special Education teachers will make individual contacts with students weekly. Once they have identified a student in need our system will be triggered and our staff will go to work finding a way to support the needs of that individual student.

We will have a confidential link where students, teachers, and/or parents can request...
mental health supports for a student or students. Once the request is made we will then utilize our Social Workers, Psychologists, and other itinerant staff to assess the need and ensure the support is given when and where it is needed.

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 follow it.

District/ PSA Response:

The District is prepared with a plan to reopen our Child Care Center should the services be required. We can have our Center open in less than 24 hours should the intermediate school district request that access be made available.

Optional question:

15. Does the District plan 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:

Due to Construction that has already begun in multiple buildings we do not have the ability to adopt a balanced calendar in the 2019-20 school year or the 2020-21 school year. We are hoping to have this option in the future.