

Montabella Community Schools Continuity of Learning Plan



Ultimate Goal

The ultimate goal of Montabella Community Schools Continuity of Learning Plan is to provide a framework to ensure students and families have suggested routines and structure to stay connected to their school family and the opportunity to advance through the curriculum.

Guiding Principles

- Emphasize the importance on in person learning
- Focus on essential learning - less is more
- Be consistent with our expectations, communication and practices

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: 9/2022

Name of District: Montabella Community Schools

Address of District: 1390 E North County Line Road, Blanchard, MI 49310

District Code Number: 59045

Email Address of the District Superintendent: smillis@montabella.com

Name of Intermediate School District: Montcalm Area Intermediate School District

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-19.

District/ PSA Response:

- Alternative modes of instruction for continuity of learning will be provided by Montabella Community Schools via technology (online learning, telephone communications, email,

virtual instruction, videos, slideshows, etc.), project-based learning and flash drives for extended absences and if the school or district goes to remote learning.

- Materials needed by families to engage in these alternative modes of instruction may include:
 - Telephone, email access, or other form of receiving communication from the school
 - Technology device and internet access
 - Specialized materials to complete assignments that are not available in the home will be provided by the school upon request
 - *Chromebooks and hotspots (available for check out by families with parent signature on the technology loan agreement form).
 - Flash drives will be provided for students without connectivity. Flash drives will contain the videos for their courses.
- Teachers will be made aware of FERPA considerations when using technology to provide live virtual interaction that may be recorded for students to view at an alternative time. They will be cautioned not to put screenshots of students on social media or in any places where it would be accessible by the public. Teachers will make students aware at the beginning of a live meeting that will be recorded. They will instruct students to turn off their camera if they do not wish to inadvertently have their image recorded. Recordings can be posted in Google Classroom but not on any public forums.

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:

Montabella Community Schools cares about the health and safety of our students and their families. This includes more than just physical health. The change in “normal” can be taxing on both students and parents emotionally. Supports available to families include

- Our care support team, (social workers, counselor, school psychologist, teacher consultant, and behavior specialist) who can help connect families not only with resources such as food but also ideas for providing structure at home for students who have a lot more time on their hands.
- Teachers, can also assist with ideas for goal setting as well as help both students and parents understand learning activities, provide missing work, and be available during virtual office hours for one-on-one assistance.
- Administrators who can address questions regarding policies and procedures as we navigate the changes caused by the abrupt closure of school.
- Food delivery for families will be provided on a regular basis at school, if school were to be canceled food will be delivered to homes on designated days.

School staff will communicate with parents and students as needed through remote learning. Some classrooms already have a mode of communication with parents/students established. This will not change, however, additional means may be used as well. Multiple forms of communication available include

- SeeSaw

- Google Classroom
- Zoom
- Email
- Text messages
- Phone calls

Important communication notes:

- Ongoing two-way communication is beneficial and essential during this time away from school. The school is committed to responding in a timely manner (24 hours or less on weekdays) and encourages parents and students to do the same.
 - Secondary teachers will communicate weekly via two-way communication with students that are currently failing.
 - Two-way communication of struggling elementary students will be ongoing. Instructors will communicate through phone conferences with both students and parents.
3. Please describe the district's plans to deliver content in multiple ways so that all pupils can access learning.

District/ PSA Response:

Instruction during in-person learning will focus on the learning standards and will be delivered in-person on a daily basis.

Instruction during remote learning will focus on learning standards that would be presented during in-person and/or remote instruction. Remediation and enrichment will be provided as needed.

- To earn credit or master standards, students are required to participate in learning opportunities and assessments through SeeSaw/Google Classroom.
- The method of submission of student work will be indicated in SeeSaw/Google Classroom. Those without internet connection will submit through the use of a flash drive.
- Accommodations will be provided to students with IEPs and 504s as practicable in the remote learning setting. Contingency Learning Plans will be reviewed, modified as needed or developed for all students with an IEP in consultation with parents to indicate the accommodations required for remote learning as well as the schedule for specially designed instruction for goal progress. Contingency Learning Plans for resident students in MAISD self-contained and satellite programs will be developed by MAISD staff.
- Teachers will communicate their office hours to parents and students. This is a dedicated time that teachers will be available to help students with work or conference with parents. Teachers will be available during regular school hours.
- The table below indicates the basic framework for lesson delivery, independent work, and communication.

Grade Level/ Subject Area Instructional Plans	Lesson Delivery	Independent work	Communication
K-5	Minimum of at least one live lesson per week in ELA or Math. Recorded how-to-videos for every lesson. All videos will be posted to SeeSaw.	Students will be completing assignments that will be housed in Seesaw. Additional practice activities or assignments in other programs could be assigned but will be linked in Seesaw.	Teachers will schedule a small group time, one on one time, and whole class time on a weekly basis.
MS/HS Content Areas	Classes will meet each day hourly online during the designated time of that class (8:05 – 1 st hour, 9:01 -2 nd hour, etc.)	Assigned through Google Classroom. Assignments could use other programs but will be linked in Google Classroom.	Daily through online class periods and follow up through email as needed.

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

District/ PSA Response:

- Students will have opportunities to demonstrate understanding of concepts and skills during this time of continuity of learning. This can be shown in a variety of different ways. In addition to materials that are in Seesaw and Google Classroom other programs will also be used to monitor student progress including: MobyMax, Journeys materials, or teacher created materials.
 - Instructors will collaborate to create an online pacing guide
 - Pacing will be monitored by the administrator through grades entered in Powerschool, discussions during PLC's, and overviews/reports generated by Seesaw
 - Students will have multiple opportunities to provide mastery of each standard taught.
 - Student attendance will be recorded on a daily basis in PowerSchool. Failure to attend daily session could result in decreased academic performance as well as truancy referrals.
 - Teachers will document every attempt made to engage disengaged students.
 - Students will be monitored through completion of assignments and assessments that are recorded in Powerschool.
 - Final grades will be calculated based on ongoing information in Powerschool. If in-person learning resumes both remote and in-person learning will be calculated together to determine final grades.
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:

Montabella Community Schools anticipates additional costs in the form of technology in order to implement the plan. Chromebooks were loaned to students that needed a device in order to connect electronically for work and access to teachers. We anticipate that not all of the devices will be returned and that the district will need to replace those devices in order to continue to provide access to technology at the buildings next school year. Additionally, we will be providing internet access to some families that do not have access or that do not have sufficient data plans at home to support remote learning.

	Anticipated Cost	Revenue	Fiscal year
Chromebooks	\$25,000	Emergency E-rate	2023
Software (Seesaw, Apex)	\$50,000	General Fund	2023
Internet data plans	\$6,000	Emergency E-rate	2023

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:

This plan was developed in conjunction with various stakeholders throughout the district. District administration started with an outline of a potential plan and that was communicated to all teachers for input and adjustments. After teacher input was gathered union leadership of both the support personnel association and the teachers' association meet virtually with the district superintendent for additional input and guidance. The draft plan was communicated and shared with board members and input and suggestions were gathered prior to the plan submission.

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

District/ PSA Response:

The updated plan will be posted on the website under the COVID resources for public and parents.

Individual teachers will be in contact with parents and students regarding instruction.

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:

April 13, 2020 and ongoing each year

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

Montcalm Area Career Center and Early College students will continue on with their course progression remotely. Course offerings will continue online through a platform determined by the MACC or MCC. Daily participation is expected by students in order to successful progress through courses, all course will be graded. Certifications provided through career center may not be available through remote learning and assessments will be made up if possible so that students could still have access.

Student support services remain available online and through Live Chat on the Montcalm Community College website for Dual Enrollment students. Montabella Community Schools' counselor will also engage with dual enrollment students through Zoom meetings weekly until the college term is over to check progress and offer support.

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

District/ PSA Response:

Food distribution will continue during for the 2021-2022 school year. Food service staff will continue working through the duration of the school year regardless of whether in person learning is taking place. Food service staff will prepare meals for distribution. All students will have the availability of both breakfast and lunch free of charge.

Food will be delivered through bus routes to all resident. Students that reside out of district will be given the opportunity to meet the bus for food delivery or to pick up at the school. Food will be available on a daily basis for student when in-person learning is happening. For 100% online students meals are available for pick up weekly.

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:

Montabella Community Schools will pay all employees for the work that they are providing for the 2022-2023 school year. Staff that can provide services remotely will continue to be paid their regular rate of pay. Staff will be redeployed if possible to other meaningful work

that needs to be completed and will be compensated for that work. Staff that cannot continue their work and cannot be redeployed will be subject to potential layoff.

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

District/ PSA Response:

- Daily attendance will be recorded in Powerschool. Attendance is determined daily attendance and weekly 2-way communication.
- Teachers will document every attempt made to engage disengaged students.
- Students will be monitored for participation through completion of assignments and assessments that are recorded in Powerschool.
- Teachers will document attendance of two-way communication weekly.

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:

Our care support team, (social workers, counselor, school psychologist, teacher consultant, and behavior specialist) who can help connect families not only with resources such as food but also ideas for providing structure at home for students who have a lot more time on their hands. Social workers (school employees and 31N contracted providers) and counselors are meeting with pre-identified caseloads to provide proactive support as well as reacting to needs identified through wellness checks or self-reporting for all students.

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:

Montabella Community Schools is available and willing to assist with a child care facility in collaboration with the Montcalm Area ISD if the need arises. At this time the Montcalm Area ISD is taking care of all the needs for the county. If increased need arises Montabella Community Schools is capable of opening up a facility and or working in collaboration with Montcalm Area ISD to provide support with materials, personnel or other resources.

Montabella Elementary is a licensed childcare facility and plans to provide childcare services during the remote learning phases. The school will work in collaboration with the Montcalm Area ISD to help identify families in need of childcare.

Name of District Leader Submitting Application: Shelly Millis

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: