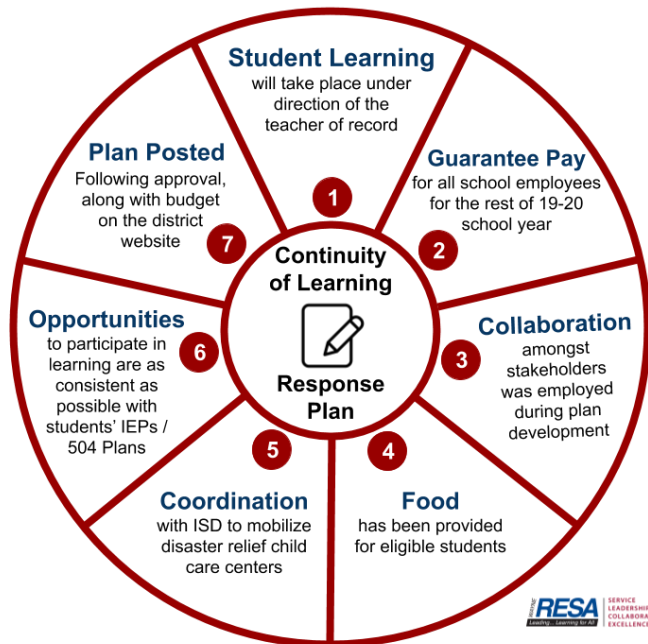


Continuity of Learning and COVID-19 Response Plan

Submission Date April 8 - April 28	April 8, 2020
District	Flat Rock Community Schools
District Address	28639 Division St.
District Code Number	82180
Superintendent Name	Andrew Brodie
Superintendent Email Address	abrodie@flatrockschools.org
Intermediate School District	Wayne RESA
Authorizing Body (If Applicable)	



Flat Rock Community Schools Continuity of Learning Plan

	<p>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.</p> <p><i>“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.</i></p>
1	<div style="text-align: center; background-color: #e6f2ff; padding: 5px;">District / PSA Response</div> <p>All FRCS PreK -12 classes will utilize a hybrid model of learning, utilizing multiple modes of learning. Teachers will upload to a learning portal all necessary materials using universal design for learning guidelines to make learning accessible by all.</p> <p>Through the learning portal, emails and direct phone contact, students and families will have the opportunity to request any necessary item from FRCS needed for their learning. This includes access to technology, learning packets, etc.</p> <ul style="list-style-type: none"> ● Use of online learning ● Utilizing telephone communications Q Communications, supported by RESA MISTAR team and Remind to share pertinent instructional information with students and families ● Utilizing email to share pertinent instructional information with students and families <ul style="list-style-type: none"> ○ Q Communication ○ Remind ○ Google Classroom ○ Goggle Hangouts ○ Google Forms

- FRCS will eSpark / Google Suite for:
 - Virtual instruction
 - Videos for instruction
 - Podcasts for instruction
 - Slideshows for instruction
 - Implementing project-based learning opportunities
 - Facilitating instructional packets

Our teachers will be encouraged to utilize the modes of learning that will work best for their students with considerations given to the age of the students and their overall familiarity with the tools needed to actively engage in the learning. Students that require special accommodations will be monitored closely by their individual case manager and will have open communication opportunities to ensure that the school district is adhering to the individual's educational plan as appropriately as possible.

The following steps have been taken to ensure that all students have access to the forms of electronic instruction indicated.

- Student devices were distributed based on need as determined through the device request form at <https://sites.google.com/flatrockschools.org/remoteteachingportal>
This information was shared via email and through recorded phone calls to each family on 4.3.2020, 4.8.2020, 4.10.2020.
 - This information is provided on all district and school websites.
 - Families may also call 734.535.6500 to arrange a pick-up time that works with their schedule.
 - Please note that precautions were taken to ensure that CDC guidelines regarding social distancing were followed.
- Internet access is available in designated district parking lots. Those accessing WIFI in these locations are asked to remain in their vehicles and/or maintain social distancing. For students that do not have access to transportation to take advantage of the WIFI in the school district parking lots we will provide grade level and content specific learning packets that do not require internet or WIFI access.
- Information regarding opportunities to obtain free or low cost Internet access was shared with families via **inserts in all district provided lunches** on 4.8.2020. This information was also shared via automated phone messaging on 4.3.2020, and is posted on all district and school websites.
 - Wayne RESA is maintaining <https://sites.resa.net/infotech/personal-internet-access/> for Internet access options.
- Whenever appropriate, teachers are asked to share instructional packets with students who may not otherwise have access. These materials are emailed by the teacher to building secretaries who will print the packets each Monday and Tuesday and make them available for pick-up.

Although our district is making every effort possible to ensure that all students have access to high quality remote instruction, students

	<p>will not be penalized if they are unable to complete the course work or participate in remote learning for any reason.</p> <p>Continuity of Learning and COVID-19 Response Plan Assurances:</p> <ol style="list-style-type: none"> 1. Flat Rock Community Schools assures that all student learning will take place under the direction of a teacher of record for each student enrolled in the district. 2. Flat Rock Community Schools 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. Flat Rock Community Schools assures that the Plan was developed in collaboration with district administrators, school board members, teachers, and local bargaining units. 4. Flat Rock Community Schools assures that food distribution has been arranged for or provided for eligible Students. 5. Flat Rock Community Schools assures coordination between applicants and Intermediate School District in which the District/PSA is located to mobilize disaster relief child care centers. 6. Flat Rock Community Schools 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. Flat Rock Community Schools 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.
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2	<p><i>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.</i></p>
	<p>District /PSA Response</p>

	<p>Flat Rock Community Schools remains committed to keeping our students at the center of all that we do. The public health crisis has only strengthened our stance. Our district is committed to educating the Whole Child. We have embraced the Whole School, Whole Community, Whole Child (WSCC) Model, which is the CDC's framework for addressing health in schools. We are intentionally focused on our students and emphasize the collaboration between schools, communities, public health, and health care sectors for the purpose of better aligning resources in support of the whole child.</p> <p>Now, more than ever, we are striving to be intentional in our outreach to continue building relationships and maintain connections. We are committed to do all we can to help students feel safe and valued. To that end, we commit to the following:</p> <ul style="list-style-type: none"> • Plan for Student Learning: Building on individual strengths, interests, and needs and using this knowledge to positively affect learning. • Develop a Weekly Plan and Schedule: Offering routines and structures for consistency and for the balancing of think time, work time, and play time for health and well-being. • Contact Families: Partnering to support student learning through ongoing communication and collaboration. This will not look the same for every student and family—safety remains the priority. We have considered the guidance from COSN when creating this plan. We will provide translations as necessary. • All district personnel will be included in the execution of this plan. Teachers will provide remediation and instruction, paraprofessionals will be redeployed to monitor a system of support that ensures daily and weekly check-ins with students and parents. These check-ins will better equip teachers and administration to support students. Counselors and school social workers will operate a daily referral program to support students from a social and emotional standpoint.
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3	<i>Please describe the district's plans to deliver content in multiple ways so that all pupils can access learning.</i>
	District /PSA Response
	<p>Flat Rock Community Schools is prepared to deliver content in multiple ways in order to ensure that all students are able to access the learning in meaningful ways. In order to make this happen, we commit to:</p>

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| | <ul style="list-style-type: none">• Leverage the instructional technology team to provide professional development so that teachers are ready and able to deliver content in multiple ways.• Teach Content: Setting goals using knowledge of each student, content area standards, and the Michigan Merit Curriculum.• Deliver Flexible Instruction: Considering 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.• Endeavor to Engage Families: Communicating with families about engagement strategies to support students as they access the learning.<ul style="list-style-type: none">○ Knowing that families are critical partners, we will provide translations as necessary. |
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4	<i>Please describe the district's plans to manage and monitor learning by pupils.</i>
	District /PSA Response
	<p>Although children will not be penalized if they are unable to fully participate in the online learning opportunities, we still believe that monitoring student learning through a variety of assessments is essential. The assessments administered and the data collected will be used to determine next steps including:</p> <ul style="list-style-type: none"> • Planning necessary supplemental lessons and/or follow-up instruction. • Determining the potential need for summer learning opportunities. <p>Despite the challenges of remote learning, teachers will still monitor student learning and check for understanding throughout the learning process. Additionally, teachers will ensure that comprehensive, actionable feedback is provided to students in a timely manner. In order to meet these expectations, teachers will engage in the following:</p> <ul style="list-style-type: none"> • Purposeful planning with department and/or grade level colleagues using a common planning template when appropriate. • Implementation of effective feedback practices and ongoing formative assessments will guide reflection on effectiveness of instruction and determine next steps for student learning. <ul style="list-style-type: none"> ○ Grade level and content area teams will be encouraged to participate in weekly planning and debrief sessions where successes and opportunities for growth are discussed and instructional plans are created and revised to better meet the needs of students. ○ Special education and/or EL teachers will work closely with teacher teams in order to modify course work and scaffold instruction in order to better meet the needs of all students. ○ Special education and/or EL teachers will actively monitor and assess the learning of children on their caseload in order to provide suitable accommodations based on individual needs. • Teachers will provide families with weekly updates regarding their child's academic progress. This may include: <ul style="list-style-type: none"> ○ Weekly summaries of content covered, current level of student understanding, and suggestions for extending the learning using evidence of learning. ○ Communication of any pertinent assessment data along with an explanation of next steps (if necessary). ○ Utilizing online gradebook reports, as provided by MISTAR-Q, to communicate assignments and/or progress.

5	<i>Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.</i>	
	District /PSA Response	
	FRCS CoL Budget	
6	<i>Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.</i>	
	District /PSA Response	
	<p>Our district values the opinions and ideas of all stakeholders. For this reason, we included each of the following groups as we worked to develop a comprehensive plan for providing continuity of learning.</p> <p>All stakeholders were involved in the development of the plan. Building administrators met with their building teachers for initial input. Administrators then met with 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.</p>	
7	<i>Please describe the methods the district will use to notify pupils and parents or guardians of the Plan.</i>	
	Guidance & Possible Responses	District /PSA Response
	To ensure all stakeholders are aware of the Plan, and that the Plan is executed well, we will develop a clear, consistent, concise, and	

	<p>accessible communication plan. Elements of our communication plan includes a variety of methods the district will use to notify pupils and parents or guardians of the Continuity of Learning Plan and keep them connected/engaged throughout the execution of the Plan.</p> <p>Methods include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Direct Person-to-Person Telephone Calls • Robo Calls • Regular US Mail – Letter mailed to families • Email • Home Visits – where possible/necessary (in accordance with social distancing recommendations) • Remind • Q Communication • www.flatrockschools.org • https://sites.google.com/flatrockschools.org/remoteteachingportal • MISTAR-Q Parent Portal • Flyers/Newsletters • Social Media posting(s) • Website posting
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8	<p><i>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.</i></p>
	<p>District /PSA Response</p>
	<p>It is our goal to offer our students remote learning options as soon as possible. To that end, our district is committed to thoughtfully and systematically roll out this comprehensive implementation on April 20, 2020 for a student start along with an April 13, 2020 start for all teaching staff.</p> <p>Covid 19 calendar 4.3.2020.pdf</p>

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 MCL 388.1913, in completing the courses during the 2019-2020 school year.

District /PSA Response

State-Approved CTE Early/Middle College Dual Enrolled

Although some courses are held at our high schools, the majority of CTE dual enrolled or CTE Early/Middle College courses are held at community colleges. Our team is working to coordinate instruction between the school and the college. The colleges are responsible for providing:

- How will the postsecondary institution deliver instruction?
- How will grades and attendance be reported? Will report templates be compatible with the district needs to report into the Career Education Information System (CTEIS)?

State-Approved CTE

The academic/instructional portions of CTE courses will be moved to distance learning. The skills-based and work-based learning activities that require in-person practice or demonstration are on hold; work-based learning guidance can be found at [CTE Requirements During COVID -19 Closure](#). Teachers will utilize the [resources published by OCTE for online instruction](#). We are also providing teachers who may have questions about their specific program needs with the [2019-20 Career Cluster and CIP Codes by CTE Curriculum Consultants document](#) provided by OCTE.

Our CTE staff, along with other designated staff, will communicate with each student and family in order to ensure they fully understand the plan for moving forward. Specifically, the following information will be shared with families and students:

- OCTE's Dr. Pyles has indicated that the department will be applying for a waiver to excuse students from fulfilling the credential requirement for this year.
- Our district will share the specific plan for how we will address credential attainment if the waiver is not approved.
- Further, our district has decided to consider limited CTE facility hours in July/August (assuming that the guidance around social distancing has been relaxed). Summer hours would allow students to complete the required practicum and/or experiential hours.

	<p>Those working with CTE will utilize the contact below should they need support</p> <ul style="list-style-type: none"> • John Nasarzewski - jnasarzewski@dctc-cte.org
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10	<p><i>Please describe how the district will continue to provide or arrange for continuation of food distribution to eligible pupils.</i></p>
	<p>District /PSA Response</p>
	<p>Within Flat Rock Community Schools 42% of students qualify for free or reduced lunch. During the public health crisis, all students have been eligible for food distribution, To date, we have served 11,000 meals.</p> <p>Our current distribution plan includes one site, on Wednesday of every week.. Students are provided with seven breakfasts and lunches at a time.</p> <p>Steps have been taken to ensure social distancing and protect district staff and families, including a google form to be filled out by each staff member or volunteer, a temperature reading and appropriate physical distancing measures.</p> <p>We will continue our food distribution at the following sites:</p> <p>Flat Rock Community High School Mittlestat Field Concession Stand 25600 Seneca Flat Rock MI, 48134 Every Wednesday from 2:00PM - 3:30 PM</p>

1 1	<i>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.</i>
	District /PSA Response
	<p>We 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 collective bargaining unit.</p> <p>All Paraprofessionals will be redeployed into a Check in/ check out capacity with students. Paraprofessionals will be given a caseload of students to make contact with weekly using google forms, stakeholders that do not fill out the form will be contacted via one of our many communication formats. Paraprofessionals will report this to administrators, teachers, counselors and social workers. All of this information will be recorded and filed on a weekly basis to support fidelity in the communication process.</p> <p>Building level secretaries will be placed back into buildings after the Stay Home Stay Safe Executive Order is lifted. The secretaries will produce the paper packets for students that do not have readily available access to technology. These packets will be created, sorted and then prepared for distribution during our Food Service Distribution times.</p>

1 2	<i>Please describe how the district will evaluate the participation of pupils in the Plan.</i>
	District /PSA Response
	<p>In order to evaluate the participation of the students, teachers will engage in the following activities as appropriate:</p> <ul style="list-style-type: none"> • Take attendance at all virtual meetings <ul style="list-style-type: none"> ○ Teachers and/or designated district personnel will connect to any family of a child who did not participate in the session or

	<p>learning experience, using the platforms discussed earlier.</p> <ul style="list-style-type: none"> ■ During this follow-up, staff will focus first on the basic needs of the child and the family in order to determine additional opportunities for the school to support the whole child. ■ Identify and remove roadblocks. ■ Ensure that the family understands the importance of the learning experience and that their child was missed. <p>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.</p> <p>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.</p> <p>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.</p>
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1 3	<i>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.</i>
	District /PSA Response
	<p>We are committed to providing ongoing mental health support to pupils affected by our state of emergency or state of disaster prompted</p>

by COVID-19. We will provide several modes of support to all students. Staff and Parents will be provided a variety of resources that can be used with students to help explain our current reality, while easing fear and anxiety where possible.

Other means of supporting students will include, but will not be limited to, the following:

Social and Emotional/Wellness Contact Support – staffed by a social worker, counselor, and/or mental health therapist, etc.

Regular check-ins with students (telephone calls/virtual conferences by teachers, social workers, counselors, administrators, etc.) As part of our daily check in, paraprofessionals will ask if students or parents would like a mental health professional to contact them.

Host groups with students (virtual circles to allow opportunities for students to have voice with a trained professional and/or facilitator weekly).

- [COVID-19 Resources for School Staff and Parents](#)

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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 follows it.

District /PSA Response

Flat Rock Community Schools stands ready to mobilize disaster relief child care centers by opening classrooms, when called upon for support, if necessary. We are aware of the coordinated efforts of Wayne RESA and are in contact regularly regarding the needs.

Wayne Regional Educational Service Agency (Wayne RESA) is working in cooperation with our local school districts, PSAs, and Community Based Organizations to coordinate emergency childcare for children birth-12 years old for the Essential Workforce that is working daily to support our community throughout the public health crisis. The Early Childhood Support Network (ECSN), United Way, 2-1-1, and the Great Start Collaborative are all working in concert with us to ensure childcare sites are open, safe, and following all DHHS licensing regulations as they provide care to the children of the Essential Workforce.

These efforts are being coordinated per Governor Whitmer's Executive Order on Expanded Child Care Access during the COVID-19 Emergency.

Essential Workers contact Wayne RESA using one of the options listed below:

Email a Wayne RESA Emergency Childcare Coordinator

- Lena Montgomery montgol@resa.net
- Kaitlyn Carpen carpenk@resa.net

Members of the Essential Workforce may go to the Essential Worker Child Care Intake Form (<https://www.helpmegrow-mi.org/essential>) and enter their information, which routes to a Wayne RESA Emergency Childcare Coordinator. A robust list is compiled and updated daily to document centers that are open, closed, and those that may be willing to reopen. Ages of children, hours, and type of care the center provides is shared with Essential Workers when they reach out for childcare support. ECSN workers directly connect Essential Workers to open sites. Currently over 100 families have been linked to care.

	<p>An Essential Worker is defined as: Health care workers, home health workers, direct care workers, emergency medical service providers, first responders, law enforcement personnel, sanitation workers, child care workers (including any employees acting as child care workers in essential workforce child care centers), personnel providing correctional services, postal workers, public health employees, key government employees, court personnel, and others providing critical infrastructure to Michiganders. Critical infrastructure includes utilities, manufacturing, mass transit, and groceries or other essential supplies, goods, or equipment. We stand committed to support the health and wellbeing of young children, their families and all who care for, educate, and work on their behalf.</p> <p>For more information please see MAISA - Quick Start Guidance.</p>
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Optional Question		
		District /PSA Response
	<ul style="list-style-type: none"> • We are not considering a balanced calendar for the remainder of the 2019-2020 school year. • We are not considering a balanced calendar for the 2020-2021 school year. We have a BOE approved calendar for 2020-2021 the school district is willing to work with the Flat Rock Education Association in an effort to have an earlier start to the upcoming school year. 	

* Please forward completed forms to Wayne RESA Superintendent Dr. Randy Liepa by April 28, 2020.

