

**Sault Area Public Schools  
Continuity of Learning and COVID-19  
Response Plan Application**

As a result of COVID-19 and the closing of school buildings for the 2019-2020 School Year, Sault Area Public Schools is submitting 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. Sault Area Public Schools developed a plan to ensure that students and families continue to feel the support of their school teachers, administrators, and intervention providers during this most challenging time. This plan is customized and structured to meet the unique needs of our students at Sault Area Public Schools while providing flexibility and grace to everyone impacted by this new approach to “*school*”.

Please find the completed Assurance Document, Budget Outline, and Continuity of Learning Plan.

1. Assurances
2. Continuity of Learning Plan
3. Budget Outline

## **Sault Area Public Schools Continuity of Learning and COVID-19 Response Plan**

**Sault Area Public Schools commits to the following *Guiding Principles*:**

### **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 Assurances**

**Date Submitted:** April 13, 2020

**Name of District:** Sault Area Public Schools

**Address of District:** 876 Marquette Avenue, Sault Ste. Marie, MI 49783

**District Code Number:** 17010

**Email Address of the District:** thall@eupschools.org

**Name of Intermediate School District:** Eastern Upper Peninsula Intermediate School District

Sault Area Public Schools hereby provides assurance it will follow the requirements for a Continuity of Learning Plan for the remainder of the 2019-2020 school year:

1. Sault Area Public 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. Sault Area Public 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. Sault Area Public Schools assures that the Plan was developed in collaboration with district administrators, school board members, teachers, and local bargaining units.
4. Sault Area Public Schools assures that food distribution has been arranged for or provided for eligible students.
5. Sault Area Public Schools assures coordination between Sault Area Public Schools and Intermediate School District in which the District is located to mobilize disaster relief child care centers.
6. Sault Area Public Schools assures that to the extent practicable the District will in good faith provide students with IEPs/Section 504 Plans the opportunity to participate in learning consistent with existing plans.
7. Sault Area Public 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 website, [www.saultschools.org/covid19](http://www.saultschools.org/covid19).

## **Continuity of Learning and COVID-19 Response Plan**

The goal of a Continuity of Learning Plan and COVID-19 Response Plan is to ensure that our District 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 Sault Area Public Schools

**Submitted:** April 13, 2020

**Name of District:** Sault Area Public Schools

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**Name of Intermediate School District:** Eastern Upper Peninsula Intermediate School District

In accordance with Executive Order 2020-35 Sault Area Public Schools Continuity of Learning Plan includes the following:

- 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.**

### ***District Response:***

As a result of COVID-19 and the closing of school buildings for the 2019-2020 School Year, Sault Area Public Schools created a Continuity of Learning and COVID-19 Response Plan in order to continue to receive state aid for operations.

Sault Area Public Schools developed a plan to ensure that students and families continue to feel the support of their school teachers, administrators, and intervention providers during this most challenging time.

Our plan focuses on the curriculum that teachers utilized prior to COVID-19. Each teacher created and published an *Individual Remote Learning Plan*. The plans are found on each teacher website and includes information on communication, delivery, assignment collection, and the process for receiving added support. No pupil will be penalized for their inability to fully participate.

While so much has changed in the realities of daily life for every student, staff member, parent and family as we live through this current COVID-19 crisis, one constant remains for all of us: we remain deeply committed to each and every child to ensure continued health, learning, and growth.

**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 Response:***

Teachers connect and communicate with their students regarding their progress while attending to the whole child specifically their social and emotional wellbeing as well as each individual student's health and wellness. Frequency of contacts are based on the time the teacher had that student in class each day. (K-4, a minimum of three attempted contacts per week, 5-12 at least one attempted contact per week in conjunction with submission of assignments). Upon completion of each contact, teachers document the number of contacts (web, email, phone, video group) per week. If a teacher has concerns about the health and wellness of a child or is having difficulty contacting the student, a referral to our support team is made.

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

Sault Area Public Schools employed a mixed methods approach to learning at all grade levels and established clear expectations for members of the school community in order to promote success for everyone involved. (Located in Appendix A)

The process for grades K-4 is curriculum based through a learning packet of materials with additional exercises found online. Packet distribution occurs every other Thursday during meal distribution at Sault Area High School beginning April 2, 2020 through May 28, 2020. Packets not picked up are sent via mail to the address on file. The packets have ten days of lessons described for students with clear learning targets for parents.

The process for 5-12 is curriculum based using electronic platforms supplemented with packets for students not able to connect virtually. The district made every effort to get all K-12 families a device by distributing over 600 Chromebooks and has worked to establish Wi-Fi at every building and hotspot locations throughout the district including our most remote areas.

Additional student supports are provided remotely as well. Intervention providers such as reading and math specialists connect with our most at-risk students four times per week in a medium that works for the students and their families. Teachers listen to students read and continue to prescribe

appropriate lessons. In addition, principals, counselors and intervention specialists provide a support network for families most in need. This network provides social and emotional support as well as basic needs during COVID-19.

For each student with an IEP, the current or most recent IEP is the offer of free appropriate public education (FAPE). The district will determine the programs and/or services that are able to be provided given Governor Whitmer's Executive Order 2020-35. The Continuity of Learning plan will be in effect for the remainder of the 2019-2020 school year.

Sault Area Public Schools will implement a student's IEP or Section 504 Plan consistent with the District's Continuity of Learning Plan in good faith, and to the extent that it is safe, practicable, reasonable given the circumstances, and within applicable state and federal guidance and restrictions during the public health emergency and in order to meet the requirements of IDEA and MARSE. In the event a student's IEP or 504 plan is not able to be implemented as written, a Student Level Contingency Learning Plan will be developed.

An Individualized Contingency Learning Plan outlines implementation and was developed considering the Governor's Executive Order, public health recommendations, the District's Continuity of Learning Plan, the student's IEP or 504 Plan, availability of technology, student needs under the current circumstances, and parent comments and concerns.

The Student Level Contingency Learning Plan will adhere to the following:

- Staff will consider accessibility, including accommodations and modifications
- Quality instruction will be at the center of individual contingency learning plans
- All Documented efforts will be focused, consistent, detailed and demonstrates good faith effort to provide programs and/or services to students with an IEP accommodations and modifications.

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

##### ***District Response:***

Sault Area Public Schools provides feedback on packet work during the weekly contact times by each teacher. For students receiving electronic instruction the feedback is provided through learning management applications (Google Classroom, TEAMS, or Moodle), a wide variety of applications for online curricular resources as indicated in each teacher's *Individual Remote Learning Plan*, video conferencing, email, and/or phone.

At the high school level grades are also documented in gradebooks and visible on the [www.Illuminatehc.com](http://www.Illuminatehc.com) portal. Policies for High Schools differ from K-8 in the district and are as follows:

*Sault Area High School*

- Deliver grades for Second Semester of 2019-2020 School Year
- Transition to grades A-B-, Credit for C+-D-, no credit for no work submitted
- Documented in gradebooks and visible on the [www.Illuminatehc.com](http://www.Illuminatehc.com) portal.

*Malcolm High School*

- Deliver grades for Marking Period 3, concluding March 13, 2020
- Deliver grades for Marking Period 4 for credit with added supports and opportunities for resubmission of work
- Credit to include weekly two-way communication and progress on student work provided by teachers

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

***District Response:***

	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1)	ENVELOPES	MAIL LEARNING PACKETS	\$4,000
2)	POSTAGE	MAIL LEARNING PACKETS	\$7,000
3)	PAPER	PRINTING LEARNING PACKETS	\$10,000
4)	COPIER CHARGES	PRINTING PACKETS	\$12,000
5)	HOT SPOTS	RURAL STUDENTS	\$560
6)	SIM CHIPS	Hotspots	\$2,000
		<b>Total</b>	<b>\$35,560</b>

**6. Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.**

***District Response:***

Sault Area Public Schools Administration worked collaboratively with the Sault Area Public Schools District School Improvement Team and union leadership to develop a comprehensive plan to meet the needs of our students and their families. Several virtual meetings led to a robust learning centered approach to remote learning. The Sault District School Improvement Team, a team comprised of stakeholders representing parents, teachers, administrators, counselors, board members, tribal members and students, collaborated on the development and revisions of the plan.

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

***District Response:***

Parents receive notifications of the plan described in this document through the means outlined in our District Communication Plan ([www.saultschools.org/COVID19](http://www.saultschools.org/COVID19), Mass Messaging that includes SMS, phone and email, Facebook accounts of all buildings, and direct communications from staff to parents). This plan began on April 13, 2020 and will be in effect until June 5, 2020. The week prior to the plan, teachers and principals held office hours to clarify expectations and answer questions from students and parents.

**8. Please provide an estimate of the date on which the district will begin implementation of the Plan**

***District Response:***

April 13, 2020

**9. Provide for assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under the Postsecondary Enrollment Options Act, 1996 PA 160, as amended, MCL 388.511 to 388.524, and the 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. (Mandated by EO 2020-35)**

***District Response:***

Sault Area Public Schools consulted with Lake Superior State University where students are enrolled to understand how courses are to be completed and grades will be issued. In addition, colleges and universities approved for articulation agreements will continue to honor those agreements as written.

The Sault Area Career and Technical Center, under the direction of the director and teachers identified, developed, and administered regular and alternate methods of assessment for Career and Technical Education coursework, where appropriate, including use of video, electronic, or paper submission.

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

***District Response:***

Sault Area Public Schools makes food available for each student. Students receive a week's worth of breakfast and lunch. Food service staff and volunteers use the utmost caution to prevent the spread of COVID-19. The school nurse screens every person for wellness and provides adequate safety gear before allowing participation in the preparation, packaging, and distribution of meals. Meals are picked up each Thursday at Sault Area High School between 11 AM and 1 PM. Students age 18 and under and individuals with disabilities up to age 26 are eligible for the program.



**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 Response:***

Sault Area Public Schools continues to pay District employees through the duration of this plan. Employees not directly providing instruction or support are contacted and assigned to essential tasks as needed. To document time spent on district property completing essential tasks, non-teaching and administrative employees use time sheets to clock in and out.

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

***District Response:***

Sault Area Public Schools collects data on participation and communication. Students not participating are placed on the Tier II list for added efforts by counselors, principals and intervention specialists to ensure a good faith effort is made to reach out to the student and the family. At the end of the year, particularly at the high schools, data will be evaluated on students receiving credit for the second semester.

**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 Response:***

Sault Area Public Schools through the course of this plan will use communication efforts to seek pupils affected by the state of emergency prompted by COVID-19. Individual school buildings have a process of tiered support to assist in the outreach for students experiencing difficulties. Tools like MAISA Wellness Checklists are used as guidance for supporting pupils and families in need. Mental health support for students will continue to be provided during the duration of this Plan. The Sault Health Adolescent Care Center (SHACC) provides telehealth counseling services. In addition to these services, our Native American Advisors will provide coordination of care with all Tribal services.

**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.**

***District Response:***

Sault Area Public Schools will partner and collaborate with the EUPISD to the extent possible, to mobilize disaster relief child care centers as described in Executive Order 2020-35 or any order that follows regarding child care.

**Respectfully Submitted By:** Dr. Timothy Hall

**Date Approved:** 4/13/2020

**Name of ISD Superintendent:** Angie McArthur, EUPISD

**Date Submitted to Superintendent and State Treasurer:** 4/20/2020

**Confirmation approved Plan is posted on District:** [www.saultschools.com/covid19](http://www.saultschools.com/covid19)

Appendix A

<b>Sault Area Public Schools</b>	
<b>Administrator, Teacher, Student and Caregiver Expectations</b>	
<b>Administrator, Counselor and Intervention Specialist Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide support according to established schedules.</li> <li>• Provide feedback and support throughout the week.</li> <li>• Work together with families and professional school staff to meet the needs of all students with differentiated learning opportunities.</li> <li>• Monitor student participation, assess needs and progress.</li> <li>• Respond to emails daily.</li> <li>• Make good faith effort to communicate care for students and staff at least weekly.</li> <li>• Promote and model the 4 Bs: Be Safe, Be Responsible, Be Respectful and Be an Active Learner</li> </ul>
<b>Teacher Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide instruction according to established schedules, allowing students to complete assignments throughout the week.</li> <li>• Provide feedback and support throughout the week.</li> <li>• Work together with families and professional school staff to meet the needs of all students with differentiated learning opportunities.</li> <li>• Monitor student participation, assess needs and progress.</li> <li>• Respond to emails daily.</li> <li>• Communicate caring messages</li> <li>• Reinforce and reteach the 4 Bs: Be Safe, Be Responsible, Be Respectful and Be an Active Learner</li> </ul>
<b>Student Responsibilities</b>	<ul style="list-style-type: none"> <li>• Communicate with your teacher(s) about your needs and learning.</li> <li>• To the best of your ability, stay connected to your teachers. We know some things are out of your control.</li> <li>• To the best of your ability, complete assigned activities each week.</li> <li>• Ask questions when you need help or don't understand.</li> <li>• Communicate your needs, both emotionally, academically, and technologically.</li> <li>• Remember to follow the 4 Bs: Be Safe, Be Responsible, Be Respectful and Be an Active Learner</li> </ul>
<b>Parent/Caregiver/Family Responsibilities</b>	<ul style="list-style-type: none"> <li>• Encourage your student to establish and follow daily routines when possible, including breaks between school-based activities.</li> <li>• Help your student think about where they can work on their assigned activities.</li> <li>• Talk to your student about what they are learning and how they are feeling.</li> <li>• Look at teacher websites for Individual Remote Learning Plans               <ul style="list-style-type: none"> <li>○ <a href="#">Washington</a></li> <li>○ <a href="#">Lincoln</a></li> <li>○ <a href="#">Sault Area Middle School</a></li> <li>○ <a href="#">Sault Area High School</a></li> <li>○ <a href="#">Malcolm High School</a></li> </ul> </li> <li>• Communicate with your student's teacher(s) and professional support staff and keep them updated about your student's needs.</li> <li>• Communicate your needs with us.</li> <li>• Remind your child of the 4 Bs: Be Safe, Be Responsible, Be Respectful and Be an Active Learner</li> </ul>

**Appendix B**

**Web Requirements for Teachers (Template)**

Location:

**Lincoln Elementary**

<https://www.saultschools.org/site/Default.aspx?PageType=1&SiteID=281&ChannelID=778&DirectoryType=6>

**Malcolm High School**

<https://www.saultschools.org/domain/130>

**Sault Area High School and Career Center**

<https://www.saultschools.org/site/Default.aspx?PageType=1&SiteID=48&ChannelID=782&DirectoryType=6>

**Sault Area Middle School-**

<https://www.saultschools.org/site/Default.aspx?PageType=1&SiteID=167&ChannelID=779&DirectoryType=6>

**Washington Elementary**

<https://www.saultschools.org/site/Default.aspx?PageType=1&SiteID=353&ChannelID=741&DirectoryType=6>

<i>School:</i>	<i>Teacher: Contact Information:</i>	<i>Course/Grade:</i>
<i>Communication Plan:</i>		
<i>Delivery Plan:</i>		
<i>Plan for Submitting work and Feedback:</i>		
<i>Additional supports and extra help:</i>		

Appendix C

Thank you to the following collaborators on the development of the Plan.

Dr. Tim Hall-Superintendent

Amy Scott-Kronemeyer-Director of Student Achievement

Dr. Sheri McFarlane- Director of Special Education

Carl McCready-Principal Sault High

JoAnne Lussier- CTE Director

Julie Henderson-Special Education Teacher

Amanda Paulus-Teacher

Sandy Sawyer-Principal and Native American Parent Committee Rep

Susan Talentino-Counselor

Dr. Gene Wicks- teacher

Lisa Young-Parent

Alyssa Morley-Student

Cara DeNuccio-Intervention Specialist

Diane Chevilot-Principal Washington

Marcie Gleason- Teacher

Pamela Pomeroy- Counselor

Jessica Rondeau- Principal Sault Middle

Union Leadership

Sault Area Public Schools Board of Education

District School Improvement Team Meeting  
Thursday, April 16, 2020 3:00 pm  
Via Zoom

**ATTENDANCE:** C. McCready, C. Denuccio, S. Sawyer, A. Paulus, P. Pomeroy, A. Kronemeyer, A. Morley, S. Talentino, M. Gleason, J. Henderson, G. Wicks, S. McFarlane, D. Chevillot, J. Rondeau, J. Lussier, T. Hall, L. Young.

**Call to Order:** Amy called the meeting to order at 3:06 pm.

**Approval of Minutes:** Motion was made by J. Rondeau and seconded by J. Henderson to accept the minutes from February 6, 2020. Motion carried unanimously.

**Sault Area Public Schools Continuity of Learning Plan:** A. Kronemeyer facilitated the entire group in a discussion around the state mandated *continuity of learning plan*. This plan is required by the state in response to the COVID-19 virus and subsequent ban on face to face instruction. The entire team contributed to the document. Each member was able to comment on every section. Team members input on sections that pertain to their specific role in the district was vital to the completion of the plan. Upon completion A. Kronemeyer mentioned that names of members present would be added to the document and a motion to approve the document was requested. Motion was made by J. Rondeau with Support from J.Lussier. Motion carried unanimously.

**SOAR:** Due to the amount of time required to complete the Continuity of Learning Plan, SOAR was tabled until **Thursday, April 23, 2020 at 3:30 pm**. This meeting will also be held via zoom.

**Adjournment:** Meeting was adjourned at 4:17 pm. Motion was made by J. Rondeau and supported by J. Lussier. Motion carried unanimously.