

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

Date Submitted: April 14, 2020  
Name of District: Otsego Public Schools  
Address of District: 400 Sherwood Street  
District Code Number: 03020  
Email Address of the District: hkortlandt@otsegops.org  
Name of Intermediate School District: AAESA  
Name of Authorizing Body (if applicable):

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

Date Submitted: April 14, 2020  
Name of District: Otsego Public Schools  
Address of District: 400 Sherwood Street; Otsego, MI 49078  
District Code Number: 03020  
Email Address of the District Superintendent: jhaase@otsegops.org  
Name of Intermediate School District: Allegan AESA  
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-CD.

### **District/ PSA Response:**

**During the COVID-19 statewide school closure, Otsego Public Schools will offer alternative modes of instruction for pupils. During this time Otsego will offer instruction virtually and through off-line packet learning opportunities. For virtual learning, our instructors have a variety of options at their fingertips, they will utilize slide shows, videos, online practice and feedback platforms (example: IXL), zoom/hangout sessions, and other online means of instruction, reinforcement and practice opportunities. For off-line packet learning, our students will receive written**

instructions and pages to physically interact with that will review, reinforce and allow practice on new learning. These students will also have access to their teachers at least once per week with two-way contact via group zoom phone calls, email or personal phone call for questions and feedback. These students will be supplied all of the reading material needed for their work. It will model a more traditional “distance learning” or “by mail course” of the past while including the two-way contact opportunities each week.

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:**

Our Continuity of Learning Plan for Otsego Public Schools’ students asks teachers to provide lessons, check-ins and or activities around social emotional well-being related to this time of COVID-19 (an example might be keeping a journal of how they are feeling and coping with the change in life right now or what they most look forward to when life returns to normal). Teachers will use social emotional learning practices as well as trauma informed practices to guide them. Teachers are required to make some sort of two-way contact available at least one time each week for students they partake in the OPS learning plan either virtually and through packets. OPS has a plan for teachers to follow if students go “silent” or don’t participate which includes elevating that student name to the school’s support services team (social workers, counselors etc) and then on to the principal or possibly to a police wellness check if necessary. At the building level, our principal leaders have been already creating video messages to put out on social media and through REMIND (which both allows people to view on phones) videos with the message of “we miss you”. So far these videos have included all staff members in their home environment each with their own message to students. This allows students to see and know that their teachers are safe at home but also that their teachers care deeply and miss them while we are not seeing each other in person.

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

**District/ PSA Response:** Otsego Public Schools’ plan will include having teachers plan for virtual and packet style learning. Virtual learning will target about 70% or more of our students that are enrolled in grades 3-12 and our off-line program will target 100% of our students in grades K-2 and about 30% of our students in grades 3-12. We know this because during the first two days of the first three week closure, we surveyed our parents and then made follow-up phone calls to all families we didn’t hear from via the

survey. All of our students 6-12 are 1:1 with a computer at home; however, not all have internet access due to where they live (not available). So we provide the off-line option for these students. We are offering an off-line experience to our K-2 population as they are already used to an optional summer learning off-line experience that we have offered in the past and so we thought this a good transition for them and parents and also limits their screen time. OPS created a “Continuity of Learning planning document” that puts all of the teacher’s plans for each grade level and content course in one document along with the approximate timing of the activity, and whether or not it hits a social emotional component and administration will approve plans ahead of instruction and we will have data next fall for exactly what happened this spring. On this document there is a column for the virtual activity to be listed and the off-line activity listed side-by-side so that we can ensure some level of equity assignment by assignment for our students. We also asked teachers to create a plan as a professional learning community (PLC) rather than individually to limit the variables in learning across the district.

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

**District/ PSA Response:**

Although no student will be harmed in this process, the district will monitor the plan by matching what is in our learning plan documents into our gradebook in Infinite Campus by indicating a “T” for turned in or a “blank” if it is not turned in. This will be communicated with parents and will allow us to have data on what each student accomplished for our work with them next fall. For specific feedback to students, our teachers will also have two-way contact at least once each week either via a video chat like zoom or phone call or email with students and or parents.

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:**

At this time we believe that additional expenditures lie in the increased possibility of not receiving district-owned materials back and extra support that we will need to fill gaps and inequities caused by this next fall. Materials would include the 1400 chromebooks currently in students’ houses along with any books, band or athletic materials at people’s houses since before the closure. While we hope that by June we will have the ability to have “drop off” options at school and collect all of these items,

**we believe that we have an increased liability here. It is impossible to truly estimate this but if even 10% of these materials don't get returned it could cost the district as much as \$20,000. In addition to materials we also estimate additional costs to fill gaps and inequities to come in the form of summer school for 2020 and increased interventions for the 2020-2021 school year. These plans include increasing the slots available in K-12 summer school programming already offered by 20%. The estimated cost of this would be about \$6,000. Zero hour for the middle school and high school for 2020-2021 to focus on math gaps would cost about \$60,000 and an increase in intervention specialists at the elementary level would be about \$160,000. Finally, we will have to mail packets to over 500 students not connected virtually, we estimate the cost to be \$4,000. The budget for this would come from either the general fund and or the Cares Act funding (if allowable)**

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 plan was first drafted by a team of administrators and a learning coach. This included our director of instruction, director of special education, director of technology and our literacy coach. From there, we virtually took the plan to the entire principal team for the district and allowed feedback. After that, we held zoom meetings with a teacher leadership team called PLC Facilitator team, which is a K-12 team with all content areas as well as elective courses and special education represented. We took feedback from all of these groups and made changes to the plan accordingly. The OEA union presidents were also involved in the teacher leadership meetings. Finally, the curriculum directors group of Allegan county all shared their plans and gave each other feedback. We shared the plan with our board at the April 13, 2020 board meeting.**

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

**District/ PSA Response:**

**We have a very thorough communications plan developed by our director of communications. This plan includes a designated webpage on our website, communications weekly from the teacher, the principal, and also the superintendent. Teachers and principals continue to send their weekly newsletters that they have sent out throughout the whole school year via email and our superintendent sends a weekly (sometimes daily) update to parents which goes out through Infinite Campus via text, email, and phone call message. This allows parents to get the message even if not**

**online. We feel that offering three methods of parent communication per week increases the likelihood of reaching all parents. For our virtual learners, Google Classroom (our learning management system for the district) also sends weekly updates to parents on what their child has turned in and what is still missing which is an additional weekly parent communication. Finally, our teachers are expected to hold office hours each week to provide a two-way communication method for students to ask questions and check in. This can be done through Zoom video, Zoom phone, by phone or by email.**

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:**

**Otsego Public Schools will begin the continuity of learning plan April 20,2020.**

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:**

**Our pupils enrolled in a postsecondary course have been looked-in on to be sure they are set with the internet and a computer which 100% of ours were. They are expected to follow that institution's guidelines during this time. Our Career and technical students attend a separate pull-out program within Allegan County and those students will be provided either on-line or off-line opportunities through that program to complete as well.**

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

**District/ PSA Response:**

**Otsego Public Schools has been distributing food since Monday, March 16th with distribution taking place two days a week. Mondays contain breakfast and lunch for Monday, Tuesday and Wednesday. Site pick-up times are between 10:00 am and 11:00**

**am and an evening pick-up between 6:00-7:00. Wednesdays contain breakfast and lunch for Thursday, Friday, Saturday and Sunday. Currently we have 11 sites available for pick-up with some home deliveries being made. Our current plan will be to continue these sites; however, manpower could require us to decrease the sites down to no less than 9.**

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:**

**Yes, Otsego Public Schools plans to pay all employees both salaried and hourly including those that belong to bargaining units and those that do not. All school workers are completing work at home or if part of the food service plan at school.**

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

**District/ PSA Response:**

**All though no student will be harmed in this process, the district will monitor participation by matching what is in our learning plan documents into our gradebook in Infinite Campus by indicating a “T” for turned in or a “M” for missing if it is not turned in. This will be communicated with parents and will allow us to have data on what each student accomplished for our work with them next fall. Our teachers will also have two-way contact each week either via a video chat like zoom or phone call or email with students and or parents. For families and families that don’t seem to be participating, there will be a referral to the school’s social workers, counselors, then administration so that we can check on “why” they aren’t participating and then intervene to the extent possible.**

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:**

**Each building has a process by which students can get the mental health support they need. This system will be mobilized during this time. Students that have already been identified as needing support have been contacted and are receiving those supports**

**with the district social worker and/or guidance counselor from their building. When a new need presents itself this same support network will provide or find resources to support the mental health needs of the students and their families. Additionally, our School Based Therapist will be available to staff, students, and their families for care during this time. She will be providing a mental health break to staff each week while also providing a mental health activity to families through social media posts. She will work with our school social workers and guidance counselors to be available for our most fragile 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:**

**Otsego Public Schools' Superintendent has been working with the local ISD and local superintendents group to examine the local needs of this. Currently the ISD has worked with local daycares that are still open to first responders and that has been enough support in the county. Otsego Public Schools is willing and ready to offer our preschool room that we use for county preschool programs for this purpose should the need arise.**

**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:**

**Otsego Public Schools has already obtained a pre Labor Day waiver for this current school year and plans to begin prior to labor day for the next three years.**