

## **Whitmore Lake Public Schools Continuity of Learning and Assurances**

As a result of COVID-19 and the closing of school buildings for the 2019-2020 School Year, Whitmore Lake Public Schools, and all Michigan public school districts, must submit 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. Michigan educators have been called to provide our students with continued learning.

There are varied states of readiness to provide continuity in learning among districts. Even within districts of multiple school sites, there are varied states of readiness. It is expected that schools will provide instruction at a distance using a variety of methods that meet local needs, including printed materials, phone contact, email, virtual learning, or a combination to meet student needs. We should avoid assuming that continuity in learning can only occur through online means.

While many educators have been providing distance learning opportunities, the Governor’s Executive Order ([EO 2020-35](#)) requires all schools to begin providing learning opportunities for all students no later than April 28, 2020. Districts who are able to begin their plans earlier are encouraged to do so.

Each District shall submit a single completed Assurance Document, Budget Outline, and Continuity of Learning Plan to its Intermediate School District. Each Public School Academy shall submit a completed Assurance Document, Budget Outline, and Continuity of Learning Plan to its Authorizer. A single Application should be filed for the district rather than multiple applications for individual schools within a district. The following items are required for the application which may be submitted beginning April 8, 2020:

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

## **Whitmore Lake Public Schools Assurances and Continuity of Learning Plan**

The WLPS Assurances and Continuity of Learning Plans will be utilizing the following principles to guide our work:

### **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 Response Plan (“Plan”)  
Assurances**

Date Submitted: April 10, 2020

Name of District: Whitmore Lake Public Schools

Address of District: 8845 Main St, Whitmore Lake MI 48189

District Code Number: 81140

Email Address of the District: tom.dekeyser@wlps.net

Name of Intermediate School District: Wasthenaw ISD

Name of Authorizing Body (if applicable):

The applicant hereby provides assurance it will follow the requirements for a Plan for the remainder of the 2019-2020 school year:

1. Applicant assures that all student learning will take place under the direction of a teacher of record for each student enrolled in the district.
2. Applicant 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. Applicant assures that the Plan was developed in collaboration with district administrators, school board members, teachers, and local bargaining units.
4. Applicant assures that food distribution has been arranged for or provided for eligible students.
5. Applicant assures coordination between applicant and Intermediate School District in which the District/PSA is located to mobilize disaster relief child care centers.
6. Applicant 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. Applicant 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.

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

**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/PSA Response:**

Whitmore Lake Public Schools (WLPS) will provide distance learning in a number of ways in order to support all learners. General Education and Special Education providers will be using live and recorded online instruction, to the extent possible, as one means of facilitating learning. In order to prepare for this, we have conducted three different technology lending opportunities in which parents have come to the school (utilizing appropriate health and safety guidelines) to pick up iPads for K-2nd grade and Chromebooks for 4-12th grade in order to have the proper online tools to learn at home. We have also provided door to door drop offs for families who do not have transportation. For students without internet access, we have supplied mobile hot spots to take home and extended our range of wifi throughout the school campuses. For our students already engaged in Edgenuity and/or Michigan Virtual online instruction, their mode of instruction will continue in the same manner as before the school closures.

In addition to online learning, students can fully participate with hard copies of materials provided by the schools for a hybrid learning opportunity. Packets will be sent home on a weekly basis for younger children in grades K-6 to practice skills. Students and their families may choose to learn exclusively online, exclusively with paper/pencil tasks, or with a combination of the two without penalty.

Students who are unable to overcome barriers to learning, despite attempts from school personnel to mitigate any issues, and who are unable to fully participate will not be penalized.

**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:**

Whitmore Lake Public Schools remains committed to our mission of providing an exceptional, personalized education to our students during this public health crisis. In addition to regular communication from district and building leaders, classroom teachers have been in communication with students since school closed. Where students could not be reached via email, classroom teachers followed up with phone calls and/or text messages. Further, WLPS conducted a district-wide open-ended [survey](#) to assess individual concerns and needed supports for students. The survey results will be reviewed on an

ongoing basis by building administration and appropriate staff will be assigned to resolve outstanding issues.

As we transition from engagement and enrichment to true distance/blended learning we will continue building relationships and maintain connections with students. Regular engagement will be tracked using a spreadsheet (in some cases generated from the use of a Google Form). Teachers, counselors, social workers, case managers, and administrators will monitor the spreadsheets for engagement levels of students. For students engaging regularly, our teachers will keep students at the center of their work by checking for learning through formative assessment, providing timely, specific, and corrective feedback, and encouraging students to monitor their own learning. Teachers will be flexible in their instruction, personalizing learning in a way that maximizes resources available and accessible to students. If students demonstrate low levels of engagement or no engagement, communication (phone call and/or email) will be initiated in order to investigate underlying reasons for disengagement. WLPS will attempt to remove any barriers to learning and adjust the learning plan appropriately to increase engagement. If barriers exist where a student cannot engage with learning, WLPS will ensure no penalization.

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

**District/PSA Response:**

WLPS will blend its content delivery. Students will receive content in a number of ways including high tech, low tech, and no tech options. High tech instruction (requiring technology for both input and output of information) will utilize SeeSaw, Google Classroom, Edgenuity, and Michigan Virtual. Low tech instruction (requiring technology for either input or output, but not both) will utilize: YouTube video recordings. No tech instruction (requiring only paper and pencil) will include workbook packets and enrichment activities previously used in the classroom. We recognize learning will take many forms and will need to be individualized for each learner based on their current home situation and learning needs.

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

**District/PSA Response:**

Whitmore Lake Elementary School will use a combination of print and online instruction. Print materials will be emailed home to families wishing to print their own; otherwise, packet pick up will take place on a weekly basis. If necessary, home delivery will be arranged. Additionally, we will monitor and manage learning of students K-2 using Seesaw; students in grades 3-6 will use Google Classroom. We will also rely on Google Classroom for students in grades 7-12. The Learning Management Systems are streamlined educational tools that will allow teachers to facilitate instruction, distribute

assignments, share feedback, and foster collaboration and communication. High school students may also be managed and monitored via Edgenuity and Michigan Virtual.

Elementary School learning expectations are described in detail [here](#).  
Middle/High School learning expectations are described in detail [here](#).

Students in grades K-6 who are not engaging and are not responding to teacher communications will be referred to the building principal. The building principal will reach out to determine the reason(s) for the lack of engagement and work closely with school and community resources to mitigate limiting factors and improve engagement.

Students in grades 7-12 who are not engaging and are not responding to teacher communications will be [referred to SST](#), the Student Success Team. SST members will reach out to determine the reason(s) for the lack of engagement and work closely with school and community resources to mitigate limiting factors and improve engagement.

Families who do not wish to engage with online learning in any capacity despite district efforts to bring equipment to their homes, will be offered pencil/paper options. Paraprofessionals will be assigned to these groups and will check in daily, then report to teachers for feedback on learning objectives.

**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:**

Whitmore Lake Public Schools estimates additional expenditures from general, sinking, and special education (Act 18) to cover added technology, summer staffing, transportation, and materials at **\$199,900**.

Technology for Virtual Learning Opportunities: \$79,000 - General Fund and/or Special Ed

- \$60,000 for Chromebooks
- \$10,000 for iPad
- \$5,000 for Hot Spots
- \$2,500 Apps and distance learning software
- \$1,500 Delivery, repair, assistance for in home use

General Ed. Extended School Year and Summer Recovery: \$35,000 Gen. Fund

- \$15,000 MVU licenses
- \$20,000 Staffing

Special Ed. Extended School Year and Summer Recovery: \$20,900 - Sp. Ed Fund

- \$3,500 SE Comp Ed 3 teachers
- \$1,500 SE Comp ED 3 paras
- \$1,400 SE Comp ED physical therapist
- \$2,000 SE Comp ED occupational therapist
- \$2,000 SE Comp ED speech therapist

- \$2,000 SE Comp ED social work
- \$500 SE materials (packets)
- \$8,000 SE Comp ED transportation

Added Consumables: \$5,000 - Gen. Fund

- \$3,000 math, reading workbooks
- \$2,000 paper and copier costs

Revenue Disruption: \$60,000 Gen Fund.

- \$50,000 lease for pre K Montessori disrupted April through July
- \$10,000 lease of athletic fields and gym space April through July
- \$16,500 Kids Club
- \$15,000 Tuition Preschool

**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:**

A team of people collaborated on this plan via Google Docs and Zoom. Participants included:

- Tom DeKeyser, Superintendent / Middle School and High School Principal
- Denise Kerrigan, Director of Finance and Operations
- Melissa Heuker, Director of Students Services
- Karen Sterzik, Director of Technology
- Jill Henry, Director of Instruction
- Sue Wanamaker, Elementary School Principal / Director of Early Childhood
- Heidi Roy-Borland, Elementary School Literacy and Data Coach
- Patti Kobeck, WLEA President / 5th and 6th grade ELA teacher
- Kathy DeKeyser, Middle School and High School Counselor
- Katie Waters, Elementary School Paraprofessional
- WLPS Board of Education

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

**District/PSA Response:**

The district will notify all stakeholders via email, district website, and social media posts. District call lists will also be used to notify pupils and parents or guardians who do not have internet access.

**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

**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:**

All WLHS students enrolled in postsecondary dual enrollment courses are enrolled at Washtenaw Community College. As of March 11, face-to-face instruction was suspended, and as of March 16, all instruction was moved online. To support students, WCC is providing online tutoring. Student services are also available remotely, and the college has also compiled a [Remote Learning Support and Resources page](#). The college is sharing updates through all their social media platforms.

Students enrolled in Career & Technical Education courses, all of whom are seniors, can choose to be done with their class if they were passing as of March 11. Students who were failing as of March 11 or those who want to raise their grade must continue in the course remotely and will be asked to complete two learning activities each week.

Students enrolled in a CTE program in which they can earn a credential, such as Emergency Medical Technician, must continue in the coursework if they would like to earn the credential. They will return to face-to-face instruction as soon as it's allowed. Some items may need to be completed in the summer if required for purposes of credentialing.

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

**District/PSA Response:**

WLPS is providing grab-and-go breakfast and lunch for students in need. Food distribution started on Monday, March 16 and will continue, Monday to Friday, through Friday, June 5.

Where: Front Doors of Whitmore Lake Elementary School (1077 Barker Road, Whitmore Lake)  
When: 9:30 AM - 11:00 AM.

To help us make sure we have enough meals prepared, we asked families to complete a brief anonymous survey [HERE](#). If families were unable to pick up the meals but are still in need of assistance, we asked that [this form](#) be completed so we can coordinate meal delivery. We will continue to deliver meals to students as needed.

**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:**



The Whitmore Lake Public Schools 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.

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

**District/PSA Response:**

For students who are not engaging, teachers, principals, counselors, school social workers, case managers, etc. will all be checking in on these students (families) on a regular basis to make sure that their needs are met. Adjustments will be made to these learning plans to better meet the needs of students who are not engaging in the initial plan. Whitmore Lake Public Schools shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for pupils after the school closure period prompted by the COVID-19 state of emergency and/or state of disaster ends.

**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:**

Social Workers developed a [survey](#) for all students in the district focused on the 8 Dimensions of Wellness: Emotional, Spiritual, Intellectual, Physical, Environmental, Financial, Occupational, and Social. Based on the survey results, social workers will be reaching out to students (and families) on a regular basis.

Social workers also developed a [referral form](#) for teachers to recommend students for mental health services and well checks. Social workers will hold “office hours” via Zoom or Google Hangouts Meet for both parents/guardians and students needing additional support for mental health issues.

Further, social workers and teacher consultants will be monitoring their caseload on a daily/weekly basis to provide the necessary support for our most at-risk population.

Finally, the school counselor and social workers and teachers will share a variety of resources to support the mental health of all students. Resources may include social stories, videos, articles, phone calls, as well as virtual support groups with cognitive behavioral therapy techniques.

**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:**

Two state licensed facilities are located in the school district.

The elementary school site is licensed to serve children from ages 2.5 to 12 years. Five classroom settings are available and equipped with materials and supplies.

The Go Like The Wind childcare center is located at the middle school, and is licensed to serve children from infants through age 12. The facility has available space, equipment and materials.

**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:**

We do not plan to adopt a balanced calendar for the remainder of the 2019-2020 school year nor the 2020-2021 school year. We do plan to have a calendar with a pre-Labor Day start, however that plan predates the COVID-19 public health crisis.

Name of District Leader Submitting Application: Tom DeKeyser

Date Approved: April 16, 2020

Name of ISD Superintendent/Authorizer Designee: Scott A. Menzel, PhD

Date Submitted to Superintendent and State Treasurer: April 16, 2020

Confirmation approved Plan is posted on District/PSA website: