

Dear Southfield Public Schools Community:

As we roll out the Continuity of Learning Plan, we understand that the community's ability to engage in the plan will vary across households. The ultimate goal of the plan is to offer a sense of normalcy to our students while being flexible and acknowledging the unique situation each of us are in. It is our goal to provide a plan that offers support and access to continued learning, with the knowledge that each family's participation may not look the same. While we are all in this together, our stories look different. Southfield Public Schools remain committed to meeting the diverse needs within our community, and the key to the success of this initiative is open and transparent communication.

We are writing to share the resulting guidelines (<https://www.southfieldk12.org/learningplan>) with our community, knowing that this has been weighing heavily on your minds. This plan will launch beginning Monday, April 20, 2020. As always your teachers will be available to answer any questions you may have. Below you will find answers to some items that may be of greatest interest to families:

INSTRUCTIONAL ACCESS

Q: How is the District supporting families with access to instruction?

A: The district has shared over one thousand chromebooks with Southfield Public Schools families. If your family continues to lack access to a device or the internet, please contact your child's teacher immediately for support.

Q: How will I know what my child is expected to do each day?

A: Most SPS teachers are communicating and distributing information via Google Classroom as well as other platforms. Please contact your child's teacher if you still have any questions regarding access to daily/weekly instructional information. Here are links to assist with Google Classroom access:

[Google Classroom How-To Document for Families](#)

[Parents Guide to Google Classroom](#)

[Google Classroom Slideshow for Families](#)

[Parent Resource Support Page for Online Tools](#)

Q: How will participation be monitored?

A: District students will all submit an attendance form after each live meeting with their teacher(s). Attendance forms will be accessed through student's Clever accounts. If you need assistance with Clever access please contact your child's teacher. There will be a minimum of two (2) live meetings per week. This information will be monitored by building and district level staff.

Q: How often will my child's teacher host live learning sessions?

A: There will be a minimum of two (2) meetings per week in grade K-3. And a minimum of 2 meetings per core teacher per week in all other grades. Meaning a student in grades 6-12 will meet twice weekly per class. In addition to this teachers will maintain a minimum of two (2) office hour sessions per week where they will be available to assist your child with anything they need extra support with. Southfield Public Schools staff remains committed to providing support to the extent possible to all of our students.

Q: If my student needs help with his/her instructional activities. Who should they be reaching out to for help?

A: All teachers are providing support to their students online, via email, via phone, etc. The student should be able to get direct support from his/her instructor. Students will also be checking in via an attendance submission form in clever. This form is another way to inform your teacher and the district that instructional support is needed.

Q: How much time should my child be spending on school work in a day?

A:

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
Pre-K	20 minutes per day	60 minutes per day	3-5 minutes
Kdg	30 minutes per day	90 minutes per day	3-5 minutes
1-2	45 minutes per day	90 minutes per day	5-10 minutes
3-5	60 minutes per day	120 minutes per day	10-15 minutes
6-8	Class: 20 minutes/day Total: 120 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class
9-12	Class: 20 minutes/day Total: 120 minutes/day	Class: 35 minutes/day Total: 210 minutes/day	1 subject area or class

Q: How will students IEP needs be addressed through distance learning?

A: Southfield Public Schools will demonstrate good faith effort to provide distance learning programs and/or services to students with an IFSP or IEP. We continue to move towards coordinating and supporting your child for general education classes, providing virtual specially designed instruction learning opportunities for your child and developing individualized instructional plans. In addition, we will conduct virtual IFSPs and IEPs to meet annual/reevaluation timelines. Furthermore, we will provide Early Intervention/Early On Intervention and processing of new referrals from Early On Oakland. Services include: school social work, occupational therapy, physical therapy, speech and language services, special education teacher services, and Oakland Schools consultant support as stated on student IFSPs and IEPs. Southfield Public Schools will ensure accessibility, including accommodations and modifications to general education learning, as well as individual student needs.

Q: If a family lacks internet access, what resources are available?

A: We are encouraging families who do not have access to the internet to apply for Comcast Internet Essentials for \$9.95 per month. Please visit [InternetEssentials.com](https://www.comcast.com/InternetEssentials) or call 1-855-8-INTERNET to see if you qualify. T-Mobile also has a program to support district families, visit <https://www.t-mobile.com/business/education/empowered2> or call 844-301-2667. If a family is not able to obtain internet access through Comcast or T-Mobile, the district has a limited number of Wi-Fi hotspots. A parent will need to reach out to the school leader to communicate a need. Thereafter, the district will work to accommodate the need based on the stay at home, stay safe guidelines, and district inventory. Due to the limited number of Wi-Fi hotspots available, they will be distributed on a first-come-first-serve basis. If you have exhausted the resources above please reach out to Aaron.Marshall@southfieldk12.org or Daryl.Beebe@southfieldk12.org.

Q: My student needs a Chromebook. Where and when can he/she pick one up?

A: A parent will need to reach out to the school leader to communicate the need and the district will work to accommodate the need based on the stay at home, stay safe guidelines.

GRADING AND CREDIT

Q: How will course credit and grades be determined?

A: Only seniors and/or CTE students will receive letter grades (per the state mandate by the Governor in Executive Order 2020-35).

If a senior was failing a course on March 11, the senior will be given an opportunity to produce/submit work in an effort to receive a Pass designation for that course. If the student does not meet the expected criteria during the virtual learning period, he/she will receive an incomplete.

Students will not receive 3rd and 4th quarter report cards.

Teachers will provide formative feedback throughout Remote Learning; however, this will not impact student grades in an effort to “do no harm.”

Elementary school students will not receive grades for Quarter 3 and Quarter 4. Teachers will write a narrative regarding student academic progress and efforts prior to March 11th. This narrative feedback will be used for internal purposes to guide future academic support.

For students in **grades 6-11**, transcripts will reflect the Pass/Incomplete code. There will be a narrative regarding COVID-19 added to all current high school student transcripts.

If a student is in **grades 6-12** and was receiving an F before March 11, 2020, and does not meet the minimum standard of performance during this virtual learning cycle, the student will receive an incomplete and be required to complete academic tasks, assignments, and activities to receive credit (at a later date to be determined).

If a student in **grades 6-11** was receiving an F before March 11, 2020, the student will be given the opportunity to Pass through the completion of academic tasks, assignments, activities as designated by the teacher during the Remote Learning window.

For students in **grades 9-11**, GPAs will remain neutral and not be impacted due to school closure. That is unless the student will be allowed to choose his/her current grade as opposed to receiving a Pass designation. This can only be done if this improves a student's GPA standing. The Pass/Incomplete codes do not impact student g.p.a's. If a student was passing a course before March 11, the student will receive a Pass designation for the class.

All student-athletes in **grades 9-11** will be expected to receive a marking of Pass in their core courses to participate in fall athletics.

Southfield Public Schools' grading process is aligned with the Governor's Executive Order, the majority of districts within the state and county, and serves as an extension of the expectation that we, as educational stewards, will "do no harm" to students during this time.

Q: If a student lacks technology, how might they receive a printed instructional packet?

A: It is the goal of the district to have every child possible participating in the distance learning platforms via their classroom teachers. If your family has made every attempt to participate in the virtual learning process and is still unable please let your classroom teacher know and an alternative platform will be provided. Students working from packets will still receive support from the classroom teachers to complete the work provided and are required to communicate regarding progress. Students will NOT have the option to follow the online platform and receive a packet as well as staff efforts need to be utilized efficiently. Online learning platforms are the preferred method of instruction for Southfield Public Schools during this closure.

Q: If my student needs help with his/her Chromebook is there help available?

A: If a family has already received a chromebook from the district and is having issues with the device, the family can call the service desk at (248) 209-2060. The tech team is currently working on a plan that will address devices that need repairs/replacements, but the team can help troubleshoot a number of problems remotely.

BASIC NEEDS INCLUDING FOOD AND HEALTH SUPPORT

Q: What options are available for a family in need of food support at this time?

A: Southfield Public Schools understands that the state closure of school buildings may result in hardship for some families who require food assistance. Southfield Public Schools is offering up to two meals per day to all children ages 18 and under for free. This includes students with disabilities, ages 18-26, with an active individual education program (IEP).

Meal distribution schedule:

- On Thursdays: The district will distribute seven days' worth of meals (breakfast and lunch) via [pop-up sites](#).
- Students that ride special needs buses will have meals delivered to their homes on Thursdays.
- Buses will be on standby to capture students who may miss the scheduled bus delivery or for special meals.
- Please call (248) 746-8522 for questions.

Hot meals are also being provided at the following location:

Thompson K-8 International Academy
16300 Lincoln Drive, Southfield 48076
Monday through Thursday, 10 a.m. - 1 p.m.

Food Pantries:

Please note: Partner Food pantries are making constant changes, please contact the pantry to confirm their availability before visiting. Please bring a picture ID.

Church of the Transfiguration (248) 356-8787

25225 Code Road, Southfield, MI 48033

Monday - 9 a.m. to 11:30 a.m.

Wednesday - 9 a.m. to 11:30 a.m.

All families are welcomed and would need to have a picture ID to register.

St. David's Episcopal Church (248) 557-5430

16200 W. Twelve Mile Road, Southfield, MI 48076

Monday through Friday - 9 a.m. to noon

Forgotten Harvest - [find a food program here](#)

Q: If a student needs counseling/therapy because of recent events that have taken place. What are our options?

A: During these uncertain times, it is understandable that students, staff, and families are experiencing various levels of emotion. The district is partnered with thoughtful resources through Ascension Michigan School-Based Health Centers, CNS Healthcare and Easterseals Michigan. The following mental health services are being offered remotely: anxiety, trauma, grief, behavioral/mental health education, psychoeducation, mindfulness, coping skills, and depression.

Easterseals (support for all buildings)

For current individuals/clients - call (248) 475-6300 to get set up for a telehealth appointment.

For new individuals - call the Easterseals office at (248) 475-2150 to get scheduled for intake.

CNS Healthcare Mobile Services

(University Middle & High School Academies and MacArthur)

For virtual services:

Amy Stern, LMSW, Program Manager

248) 745-4900 or (248) 409-4155

www.cnshealthcare.org

Ascension Michigan School-Based Health Centers

In addition to the aforementioned mental health services, the following virtual medical services are also available: COVID-19 symptoms, follow up visits, medication refills, rash, acne, allergies/ sinusitis/ URI, pediatric constipation, asthma refills, contact dermatitis, eye complaint, fever, influenza, pediatric gastroenteritis, headache, insect bites, nose bleeds, otitis externa, skin infection, and health education sessions.

The services are available from 10 a.m. to 3 p.m., Monday through Friday. Parents will need to provide verbal or written consent for services.

To access services:

Rasanda Dorsey, Nurse Practitioner

(248) 398-0199 / rasanda.dorsey@ascension.org

Darryl Allen, Behavioral Health Counselor

darryl.allen@ascension.org