



## COVID-19 Preparedness Response Plan for Phases 1-3 (CPRP)

August 11, 2020

Dear Comstock Families,

Governor Whitmer implemented a [six-phase approach](#) to reopening the state to mitigate the impacts of COVID-19 and protect the wellbeing of all Michiganders. Comstock Elementary School will be complying in the following manner to risk levels 1-3 (1 is uncontrolled growth, 2 high risk, 3 medium-high risk)

- Required distance learning starts if Kalamazoo county is in Phase 1, 2, or 3 of Michigan's safe start plan.
- The school building will remain closed to students if Kalamazoo is in phase 1-3.
- We will offer remote learning options to all Comstock Elementary students. These options will be flexible and designed to specifically meet the needs of you and your family.
- All students in need of a chromebook will be provided with one to one devices to help with distance learning.

Thank you for your continued patience and support as we navigate this unfamiliar road.

With Comstock Pride,

Susan Caswell

Principal

# **Comstock Elementary School Extended Learning Plan**

Comstock Elementary School will target three primary areas of focus for the Remote Learning Plan: Blended Learning Opportunities, Communication with Families, and Staff Communication. Students will be provided with the same learning opportunities online and in paper form with the daily support from their teacher(s). Staff will have opportunities for training and grade-level Professional Learning Communities to problem solve and discuss additional resources for families.

## **CES Virtual Learning:**

Teachers will update the [Colt Communication Center](#) every week. E-blast will go out every Monday morning. Students without the internet will be provided paper based alternative assignments.

- High speed internet and an internet enabled device (such as a Chromebook, computer, or tablet) are required to facilitate learning in this environment.
- The district will provide each student with a chromebook as needed or requested by the parent or guardian.
- Families will receive a schedule informing them when students will be required to login for instructions and times of class sessions.
- Teachers will take attendance on a daily basis, and students are expected to participate as if the class were being held in the building

## **Daily Schedule:**

Students will meet each day of the week (Monday through Friday). The designated time for each class meeting will be established by Comstock Elementary School and communicated to the students/families.

## **Daily Tasks:**

After viewing the video, the teacher will provide a daily task for you to complete the same day. These daily tasks may include:

- Homework Assignments - These assignments will be similar to what has been given in our traditional classrooms, but will be available in the digital format.
- Projects - These larger projects will require more time to complete and may be considered an assessment.
- Assessments - This will include digital tests and quizzes that may be assigned during the class.

## **Assessments & Grading:**

- Teachers will hold students accountable for learning through a combination of online assessments (i.e. Wonders) and paper/pencil assessments (i.e. i-Ready, science, social studies, writing, etc...). These assessments will be graded and used to mark each student's report card at the end of each semester.

## **Assignments:**

- Assignments will be assigned each day. Students will submit their assignments online. Teachers will score each assignment, provide each student with feedback, and provide support as needed.
  - *Our recommended guidelines for student commitment each day are as follows:* ● K : 60 minutes ● Grades 1: 90 minutes ● Grades 2-3: 120 minutes ● Grades 4-5: 150 minutes

## **Communication with Families**

- Principal will send out the Extended Learning Portal website to parents each Monday with an E-Blast message at 9:30am. Teachers will upload lessons, videos, articles, and assignments to the Colt Communication Center Monday by 8:20am. Students will complete and submit the assignments through teacher preferred on-line communication.
- Teachers will use existing learning platforms such as, Google Classroom, Class Dojo (K-5) and See Saw.
- Teachers will connect with their homeroom class K-5th grade.
- Methods: Teachers will use an online platform to contact families (Dojo, Blooms, Remind, etc.) Phone calls, emails, and other forms of communication may be used to reach individual families without online access as well.
- Appropriate Times: As a district, we will communicate with families during the hours of 9:00am - 3:00p.m.

## **IEP/504 Accommodations:**

- All work will be assigned by CES School teachers.
- Comstock Public Schools Special Education Department and case managers will be reaching out to students and families via technology to determine any student and/or family needs. Based on these conversations, IEP team members will document the communication and develop a contingency plan, in agreement with the family, to address extended learning plans for the remainder of the school year. Staff office hours will be established and shared with families to ensure frequent two way communication takes place.