

COMSTOCK MIDDLE SCHOOL

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Comstock Middle School Remote Learning Plan Phases 1-3 2020-2021 School Plan

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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 Middle 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 Middle School 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,

Mark Wilke

Principal

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Comstock Middle School will deliver remote learning via:

- **Digital/Online Option:** Teachers will upload lessons, articles, and assignments to their Google Classroom. Students will complete and submit the assignments through Google Classroom.
 - This option requires access to high speed internet and an internet enabled device (such as a Chromebook, computer, or tablet).
 - The district will provide each student with a chromebook as needed or requested by the parent or guardian.
 - Students will have and attend classes daily (40 minutes in length) daily.
 - Students will attend these classes Monday through Friday between the hours of 9 am to 3 pm.
 - Families will receive a schedule informing them when students will be required to login for instructions and times of class sessions. Each class session will be no longer than 40 minutes in length.
 - Teachers will take attendance on a daily basis, and students are expected to attend and participate as if the classes were being held in the building.

Student requirements :

- Students will have instruction delivered daily
- Teachers will actively check email and google classroom, they will respond in a timely manner to questions.

Delivery of Instruction:

Teachers will use Google Classroom for all classes. Students will access all class materials through Google Classroom as well as turn in materials through Google Classroom. The daily expectations for each class will consist of two items:

- Viewing a daily video lesson.
- Completing the teacher assigned daily tasks.
 - Could consist of: Homework assignments, Projects, Assessments, Essays, Forum Responses, and Formative Assessments.

Student Responsibility for Each Daily Video Lesson:

Each day, your teacher will livestream a video lesson teaching the subject of the day. If you are unable to attend at the time when your teacher is live, a recording of the video will be made available for you to watch. The time of the teacher livestream will be established by the building in order to minimize time conflicts. The video will remain available for you to view and review as many times as is desired. Each video lesson will not exceed 20 minutes in length, but shall be at least 5 minutes in length.

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.
- Essays - You may be asked to write a paper based upon a subject discussed in the class.
- Assessments - This will include digital tests and quizzes that may be assigned during the class.
- Formative Assessments - These will be short checks for understanding. They will likely consist of one (1) to three (3) questions about the topic discussed in the video lesson. These are designed to check for understanding.
- Forums - The students may be asked to leave a comment about the subject of the video lesson and respond to their peers about the classroom material discussed.

Attendance / Student Participation:

Students are expected to participate in all classes on a daily basis. Student participation will be measured based upon interactions within the course (completion of daily tasks, submission of assignments, viewing videos, etc.).

Students may complete activities outside of the livestream time slot at the time most convenient to the student and family. Consequently, attendance will run on a one-day delay. For example, Monday's attendance will be recorded on Tuesday based on the evidence of interaction on Monday, Tuesday's attendance will be taken on Wednesday, etc.

Grading:

During virtual instruction, Comstock Middle School will be grading with a modified school grading policy that is uniform across all subjects and classes. The class grade will consist of three distinct categories:

Participation

This category represents 10% of the final grade. It is based upon the completion of daily tasks. Each forum and formative assessment will be assigned 3 points. These points will be assigned based upon completion of the activity and may be prorated based upon the completion of the task. The category will consist primarily of forums and formative assessments. All forums and formative assessments will be due by midnight on the day that it is assigned.

Assignments

This category represents 40% of the final grade. Class assignments will be given a minimum of at least twice per week. All assignments will be due by 12:00 PM (noon) on the first day of school the following week.

Late Assignments

All late assignments will be marked as “missing” (M) until the assignment has been graded. Late assignments will be accepted up until the completion of the unit assessment. All accepted late assignments will be eligible to receive a score that is 80% of what the points that could have been earned.

Assessments

This category represents 50% of the final grade. Traditional assessments, such as tests and quizzes, will be due by midnight on the day that it is assigned. Any assignment that takes over one (1) week to complete will be considered an assessment.

Missing Assessments

All missing assessments will be scored as “missing” (M) until the assessment has been completed. When an assessment is missed, the student must complete the assessment within one week. Teacher and student must communicate prior to the completion of the assessment.

Infinite Campus / Gradebook

Grades in Infinite Campus will be updated by Wednesday at 3:00 PM for all work turned in on time. Late work will be graded and entered into the gradebook by the following Wednesday at 3:00 PM.

Communication:

Students are expected to communicate their participation in a number of ways. Daily communication will be expected in the form of viewing the daily video lesson and completion of daily tasks. Further communication will include a bi-weekly communication to all parents through the use of Infinite Campus Messenger. The teacher will communicate student concerns directly to the parent/guardian. If further support is needed, the teacher will refer the student to the office for further communication. If the teacher is unable to reach the household after several (3) attempts, the student will be referred to the office.

IEP/504 Accommodations:

- The Special Education Department and case managers will be reaching out to students and families via email or phone 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.