

COMSTOCK HIGH SCHOOL

David Kirksey, Principal
KirkseyD@ComstockPS.org



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On 2/8/2021, the Comstock School Board, after hearing public input from more than a dozen stakeholders and discussing the matter at length, the Board of Education decided to restore face-to-face instructional options for students in grades 6-12. The starting date for this instructional option is set for Monday, February 22nd..

1,000 Foot View of the Plan - Students are divided into three groups as determined by their family selection and last name: Blue Group, White Group, and Virtual Group. The groups will attend their classes as outlined in the tables below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Blue Group	In-Person	In-Person	Virtual	Virtual	Virtual
White Group	Virtual	Virtual	Virtual	In-Person	In-Person
Virtual Group	Virtual	Virtual	Virtual	Virtual	Virtual

Daily Schedule

In-Person Day			Virtual Day		
Time	Hour	Activity	Time	Hour	Activity
7:55 - 8:51	1st	In-Class	7:55 - 8:51	1st	Virtual Class
8:58 - 9:50	2nd	In-Class	8:58 - 9:50	2nd	Virtual Class
9:57 - 10:49	3rd	In-Class	9:57 - 10:49	3rd	Virtual Class
10:56 - 12:18	4th + Lunch	In-Class + Lunch	10:56 - 12:18	4th + Lunch	Virtual Class + Lunch
12:25 - 1:17	5th	In-Class	12:25 - 1:17	5th	Virtual Class
1:24 - 2:16	6th	In-Class	1:24 - 2:16	6th	Virtual Class
2:23 - 2:45	7th	In-Class	2:23 - 2:45	7th	Virtual Class

Wednesdays - Each Wednesday will remain as a virtual instruction day for all students. This will continue to be a day to catch up on missing assignments, receive support or tutoring, make up missing assessments, and plan for the remainder of the week. As is our current practice, this will be a day free of new assignments and material.

7th Hour - The final 22 minutes of the school day will be reserved for our seventh hour. During this time, your student will have a weekly assignment focused on college, career, organization, and/or post-secondary planning. The remainder of this time will allow your student to receive extra support and assistance with their school work.

COVID Safety While in the Building - Classrooms will be socially distanced. Proper sanitization will be followed. Masks will be required for all without a doctor's note. Signs will be posted throughout the building. Whenever possible, digital resources will be used in place of paper/pencil resources to reduce the passing of materials.

While Attending In-Person - Students will attend their classes while following a traditional bell schedule (1st hour will be from 7:55 to 8:53, etc.). Passing time between classes has been extended in order to allow for safe transitions between classes. Classes will be dismissed in a staggered fashion meant to increase distancing.

While Attending Virtually - Students will virtually attend their classes according to the traditional bell schedule. Virtual students will be able to observe all of the teaching during the course of the hour and ask questions during the designated time. Classroom paper resources will be available digitally through Google Classroom. Virtual learning will be available five days per week.

Breakfast - Breakfast will be served in a bag. Students will be able to pick-up breakfast as they enter the building. Breakfast may be eaten while in the student's assigned area (as described in the "Arrival to School" section below).

Lunch - Two lunch periods will be established. Ample time for cleaning and sanitization shall be established between lunch periods. Students will be socially distanced for the entirety of the lunch period. Seats will be clearly marked. Students are expected to be in their seat when they are not getting utensils, gathering condiments, going to the bathroom, or performing another activity.

Your student's lunch period will be based upon their 4th hour teacher. The schedule will be as follows:

1st Lunch	2nd Lunch
10:49 - 11:19	11:48 - 12:18
Adams, Kim	Adams, Amy
Grueter	Kellermann
Hayes	Miller
Hovda	Poulson
Law	Rand
Nolan	Shenefield
Ristau	Simison
Standal	VanNiman
	Warner

Arrival to School - Students who are riding the bus will be released from their buses strategically, enter the building through our main entrance, and report to an assigned area. Should they choose to do so, they will be able

to eat their breakfast in their assigned area. Students will be released from their assigned area in a staggered manner so as to reduce the number of students in the hallway at any given time. Students are to report directly to their classroom to begin for the day.

Students who are dropped off, or drive themselves, to school will be able to walk in the main entrance and report to their assigned area. They will follow the same process as described above.

Late Arrival - Students who arrive after the start of school will enter through the main entrance, fill out a form (either digitally or on paper) to indicate the time of arrival and reason for being late, and then report to their first period class.

Reporting Late or Absent Students - If your student will be absent or late, please notify Linda Grogg in the attendance office by calling 269-250-8705. We will be tracking symptoms for our ill students - please be prepared to answer basic questions if your student is ill.

General Policies - All school and district policies will be followed and enforced within the building. In addition to these policies, there will be a strict enforcement of COVID safety protocols. These include, but are not limited to the following:

1. A mask must be worn at all times while in the building.
 - The mask must completely cover the mouth and nose of the student.
 - Exceptions include times when a student is eating or drinking.
 - If a student is not able to medically tolerate a mask, please provide a doctor's note to the CHS office.
2. Social distancing - 6 feet means 6 feet.
 - Social distancing must be maintained by everyone while in the building and on school grounds.
 - Physical contact, including hugs and high fives, is not in alignment with proper social distancing.
3. Proper hand washing and/or sanitization will be the expectation and norm.
 - Everyone on the school grounds will be expected to properly wash and/or sanitize their hands with frequency.
4. Team cleaning.
 - Students will be asked to either use a disinfectant wipe or spray to clean their desk and chair at the end and/or beginning of each class period. This is important to maintain building safety and cleanliness.

Failure to consistently comply with the district expectations will result in a change in modality. That is to say that an in-person student will be asked to return to the virtual setting, if they are unable to consistently practice safe habits.

Lockers - Lockers will not be assigned to students, unless a need is presented in writing to David Kirksey. Lockers represent another "touch point" within our building. In order to keep all parties safe, we are actively working to reduce the "touch points" in our building.

We are asking each student to arrive at school with a backpack or other bag to store their personal belongings in. This bag will be taken from class to class and then home at the end of the day. If you need help with this, please contact the CHS office - we may be able to help provide a bag.

Chromebooks and Technology - In the spirit of reducing "touch points," we are asking students to bring their chromebook (or personal device), charger, and a pair of headphones/earphones with them to school every day

that they attend in person. We are planning to provide a very limited number of chromebooks available for students who forgot them, but will likely not be able to provide a chromebook to every student who requests one. It is important that the student brings their own chromebook, charger, and headphones/earphones on the days that they physically attend.

Virtual Learning Labs - For the safety of everyone in the building, virtual learning labs will be established. These labs will allow students to virtually observe their classroom while in the confines of the high school. These labs will be supervised by an adult and strategically used. The specific uses include, but are not limited to:

- Overflow for classes unable to socially distance
- A safe and quiet environment for students virtually completing off-campus classes.
- Alternate classroom location based upon need.

Passing Time - In order to reduce the number of students in the hallway at any given time, we have lengthened our passing time and will be implementing a staggered release schedule. At the end of a class period, half of the teachers will release their students to one of two designated areas. Once those students arrive in their large neutral area, the other half of the students will be released from their classrooms. This group of students will report to their next class period. Once this group of students is safely in their classrooms, the first group of students will be released from the neutral areas. They will report to their next class period.

The use of the neutral areas, will allow for social distancing and reduce the number of students in the hallway at any one given time - which is a key aspect of our safety plan.

Restrooms - In order to encourage safety, stalls and urinals will strategically be closed. This will naturally allow for spacing within the restroom. If all stalls/urinals are in use, we are asking students to use a different restroom or to form a socially distanced line outside of the restroom. We will monitor the bathroom lines in order to maintain safety.

Dismissal - Classrooms will be dismissed in a staggered manner in order to reduce the number of students in the hallway at any one given time. This staggering may be similar to the process described in the "Arrival" section.

COVID-19 Concerns - If your student has positive COVID-19 results or concerns, please contact David Kirksey by email at KirkseyD@ComstockPS.org, or call our COVID-19 Hotline at 269-250-8982 to leave a message with the building principal. These emails and phone messages will be checked seven days a week.