



CES Return to Learn Plan

February 18, 2021

On February 8th, the Comstock Board of Education decided to restore face-to-face instructional options for students in grades K-12. The starting date for this instructional option to begin is set for Monday, February 22nd. Below are the main components of the Hybrid instructional model at Comstock Elementary School.

CES Learning Options: It is the utmost belief of Comstock Elementary School that during these times of great uncertainty, flexibility is needed above all else. For that reason, flexibility is the core aspect of all of our planning. Each Comstock Elementary School student will be able to select the educational path that best suits their needs. These options include:

1. **CES Virtual Learning -**

- a. Students will work from home each day while working through the current Comstock curriculum with a Comstock teacher.
- b. Students will be expected to log on to Comstock's specialized E-Learning platform every day and complete assignments. [Colt Communication Center](#)
- c. Students will also receive individualized and small group support from a Comstock teacher multiple times throughout the week.

2. **In-Person Learning (Hybrid) -**

- a. Students will attend school two days a week in-person, and follow the social distancing and face covering guidelines established by our district and the Michigan Safe School Roadmap.
- b. The **Blue Group** will attend school in-person on Mondays & Tuesdays, and is composed primarily of students with the last names A-K.
- c. The **White Group** will attend school in-person Thursdays & Fridays, and is composed primarily of students with the last names L-Z.

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- d. Accommodations will be made for students belonging to the same household with different last names, so siblings can all attend in-person learning on the same days.
- e. All CES students will attend a synchronous, virtual day of learning on Wednesdays with their teachers. No students will be in the building on those days.
- f. On designated virtual learning days, teachers will post asynchronous activities for students on the Colt Communication Center and packets of grade-level specific materials will be sent home ahead of time.
- g. Additionally, students will have access to a synchronous 30-minute ELA block with their teacher on each of their asynchronous days. (Example: The White Group can still log on and start Thursdays and Fridays with their teacher for 30 minutes before starting on their asynchronous tasks for the day.)
- h. Please see the schedule below for more information.

Comstock Elementary School Hybrid Schedules				
Blue Group:				
Monday	Tuesday	Wednesday	Thursday	Friday
In person at Comstock Elementary School.	In person at Comstock Elementary School.	At home learning. Synchronous day of virtual learning.	At home learning. 9:00 -9:30: Synchronous Google Meet with teacher (ELA). 9:30- 3:30: Access asynchronous activities on the Colt Communication Center.	At home learning. 9:00 -9:30: Synchronous Google Meet with teacher (ELA). 9:30- 3:30: Access asynchronous activities on the Colt Communication Center.
White Group:				
Monday	Tuesday	Wednesday	Thursday	Friday
At home learning. 9:00 -9:30: Synchronous Google Meet with teacher (ELA). 9:30- 3:30: Access asynchronous	At home learning. 9:00 -9:30: Synchronous Google Meet with teacher (ELA). 9:30- 3:30: Access asynchronous	At home learning. Synchronous day of virtual learning.	In person at Comstock Elementary School.	In person at Comstock Elementary School.

activities on the Colt Communication Center.	activities on the Colt Communication Center.			
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Hybrid Plan

In-Person Learning

Delivery of Instruction:

All in-person learning that takes place at Comstock Elementary will be in the manner and style that you and your student(s) are used to. There will, however, be the following key differences:

- Class sizes will be limited to 10-15 students depending on physical classroom size.
- Students will be seated with as much separation as feasible without disrupting the educational experience.
- All students in grades Kindergarten through Grade 5 will wear masks at all times inside the building unless they are eating. Students may also remove their masks during outside Recess if they are more than 6 ft. apart from other students.
- Students will be asked to clean their learning space after completion of class.
- Comstock Elementary room 125 will be established as our official quarantine room and will be supervised by a CES staff member.
- Shared materials will be limited and cleaned between uses.
 - Students will be asked to bring a pencil box or other container in which they may store their personal materials (i.e. pencils, scissors, glue, etc...)
 - Students will be taught the procedures for using the Classroom Library. Books will be placed in a tub after use for a 2-day “quarantine” before they are recirculated.
 - Leveled Readers and Math Manipulatives will be stored in Ziploc bags and stored at the students’ desks.

Face Coverings:

Staff and students must provide their own face coverings. However, the school will provide face coverings for those who forget to bring one.

- Students must wear face coverings on the buses, in hallways, and when students meet in small groups.
- When using a mask, students can keep their mask attached to a lanyard to allow for easy use.
- Staff must wear face coverings at all times, except when eating/drinking.

Transitioning:

We will create schedules (i.e. restroom use, lunch, recess) to minimize the number of transitions. All students will remain in their classroom throughout the day, except when using the restroom

or going to Recess. All students will eat breakfast and lunch in classrooms. Special teachers will meet with each class in their classroom.

Signage will be posted to guide students in the direction they should move and to abide by social distancing guidelines. Additional signage will be posted in high traffic areas to remind everyone to wear a mask and social distance.

Virtual Learning:

Teachers will update the Colt Communication Center weekly. 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.

Social, Emotional, and Mental Health Safety and Precautions: The measurable and immeasurable impacts of the COVID-19 pandemic are expected to have a lasting impact on our students. For this reason, we are dedicated to a focus on social-emotional learning and relationship building whether a student is physically present in the building or with us virtually.

Dr. Amy Vliek, School Social Worker will work collaboratively with teachers, behavior specialists, students and families to address necessary support.

[Educator's Guide to Supporting Students Provided by MDE](#)

Attendance / Student Participation: Students are expected to participate in classes on a daily basis.

IEP/504 Accommodations: 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.

Visitors/Deliveries/Miscellaneous:

Food deliveries will not be allowed at this time.

During Reopening:

Only CES employees/interns are allowed on campus during reopening and must wear face coverings properly at all times, except when eating/drinking. All visitors/deliveries entering the building will be

required to wear face coverings (as determined by the Governor's executive order) and won't be allowed past the reception area.

Once Opened:

CES will limit normal visitation to our campuses at this time. When possible, meetings will be held virtually. Visitors are only allowed by appointment and must complete a screener upon arrival.

Note: Miller Davis/Construction will screen their own employees.

Onsite/Virtual Meetings:

When possible, all meetings will be held virtually (i.e. IEP meetings, PLC meetings, Parent/Teacher Conferences, etc...). The following precautions will be used when meeting in person:

- Visitors will enter through the main door, wear a mask, and follow social distancing guidelines.
- Outside employees will be required to complete a screener.
- The meeting room will be disinfected when complete.

Student Arrival and Dismissal:**Bus Arrival:**

A staff member will dismiss each bus in turn so that one bus is empty before dismissing the next bus avoiding a "bottleneck" situation. All students will enter the building using the central door and report directly to their classroom.

Car Arrival:

To help minimize the number of students on the bus, we encourage families who can transport their children to school by car to do so. We ask that parents avoid arriving prior to 8:30 am. Students should not exit the car until a staff member welcomes them and assures they are wearing a mask. Students will enter the school using the main door by the office and report directly to their classroom.

Parents/guardians will not be able to leave their cars or enter the building.

Should a student arrive past 8:41, the parent must walk the student to the vestibule and complete the Google form.

Bus Dismissal:

Students will be guided to their individual buses by their teacher. Students must wear their face coverings at all times while riding the bus.

Car Dismissal:

Students being picked up will sit on socially-distanced circles outside of the office with their siblings.

Parents/guardians will not be able to leave their cars or enter the building. Instead, a staff member will verify the parent's identity, get the name of the student(s) being picked up, and use a walkie-talkie to request the student(s) be dismissed to the car.

Once dismissed, the student(s) will leave through the main door and join their parent(s). Staff members will assist all students to their cars.

TRAVEL RESTRICTIONS:

CES will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Human Resource department and the office of the Superintendent. We will minimize non-essential travel throughout the year.