April 15, 2020

Dear Center Line Public Schools Parents/Guardians:

I hope this letter finds you and your family doing well during the Stay Home, Stay Safe order from the Governor. For the past several weeks, our staff members have been working to develop the best possible plan to transition to teaching online to meet the needs of your children. This plan has been submitted to the county and state for approval.

Staff have participated in Google training, collaborated on the curriculum units that will be taught, and created classroom platforms from which to share their lessons with students. Each building has created a schedule of daily teacher office hours for communication and virtual hangout meetings for students to get face-to-face instruction. These schedules will be posted and shared by the building principals.

This week marks the beginning of Quarter 4 and new learning for our students. Participation is no longer optional; it is the expectation that all students participate in their online learning classrooms. Here is an overview of the instructional plan moving forward so that we can work together to provide quality instruction and support to our students.

**The Week of April 13th**

The learning focus for this week is acclimating to the technology, helping students log in and use the platform, understanding digital citizenship, and reviewing responsible use. If you have not completed our technology survey, please do so this week so that we can ensure your child has the necessary tools for learning. This can be accessed from a “Tech Survey” button at [www.clps.org](http://www.clps.org) or you may call (586) 216-9308. If you have already completed the survey, you do not need to complete it again. Your principal will contact you regarding a device should you qualify.

**Technology Support**

If you or your student are having difficulties logging in or need technical support, please email or call your child's teacher. If they are unable to help you, they will submit a request on your behalf to our technology department to resolve the issue.

**Instructional Guidelines**

Beginning April 20th, weekly instructional goals, lessons and tasks will be posted by 8:00am on Monday mornings in Google Classroom (elementary, middle and some high school classes) or Schoology (high school). Students need to log in to their online classroom on Mondays to see their schedule of learning sessions and assignments. Students will be engaged in learning following the recommended guidelines below.

- **K-1** 30 - 60 minutes a day of student engagement (150 - 300 minutes weekly)
- **2-3** 45 - 75 minutes a day of student engagement (225 - 375 minutes weekly)

The mission of Center Line Public Schools is to provide all students relevant and challenging learning experiences to inspire success and empower them to be the leaders of tomorrow.
4-5 60 - 90 minutes a day of student engagement (300 - 450 minutes weekly)

6-8 15-30 minutes a day of student engagement per class (75 - 150 minutes weekly per class)

9-12 20-40 minutes a day of student engagement per class (100 - 200 minutes weekly per class)

- It is not expected that a task is given every day for every class/subject, but these time frames will be kept in mind over the week. For example, a writing task may be given that would be worked on over several days. Students could be provided guidelines to work on it each day but would have flexibility in their schedule to complete prior to the next mini-lesson or Google Hangout.
- Special education and additional supports will be provided in addition to the recommended guidelines.

Daily learning time can include activities such as the following:
- Recorded mini-lessons, read-alouds, demonstrations, etc. (direct instruction)
- Google Hangouts - related to weekly instructional focus
- Reading and reflection
- Writing
- Tasks and learning activities/projects
- Online videos and resources
- Discussion boards

**Grading and Reporting**

Staff will keep track of completion, progress, and attendance in virtual learning meetings, and teachers will provide feedback about student learning in multiple ways.

**The following process has been established for K-8 students:**

At the end of the quarter, students who complete their work will receive credit (CR) in their subject areas/courses instead of traditional letter or number grades. Students who do not complete the learning tasks will receive no credit (NC) on their report cards in those subject areas/courses.

**The following process has been established for our Class of 2020/Senior students:**

1. On Wednesday, April 15, Quarter 3 grades will be finalized for all seniors. Any student who has earned a passing grade and completes the post-secondary culminating project* will be awarded 0.5 credits and a letter grade for each course. Students had the opportunity to complete missing assignments and retake assessments up through April 13 to improve their course grade. Students who wish to receive CR (credit) in place of a letter grade for any class, should put their request in writing to Ms. Szabo at szabo@clps.org no later than Friday, May 22.

   * All Class of 2020 students will be required to complete a post-secondary career focused culminating project to meet the final requirements of the Michigan Merit Curriculum by May 22. The completion of this project is required to meet the Michigan Merit Curriculum requirements in your fourth year English and math course. Additional details will follow. Any student who has an F in a course will be contacted by the teacher through email. If the course is required to fulfill the Michigan Merit Curriculum, the teacher will notify the counselor and administration. An individualized plan will be created outlining the necessary activities required to be completed, which may include some of the learning opportunities provided by the district in Quarter 4, or personalized assignments for the individual student.

2. Any student who has credit recovery/E2020 courses to meet Michigan Merit Curriculum requirements must complete them, in addition to the post-secondary culminating project prior to being eligible to graduate. Students who wish to receive CR (credit) in place of a letter grade for
any credit recovery class, should put their request in writing to Ms. Szabo at szabo@clps.org no later than Friday, May 22.

3. All final exams for courses for Semester 2 have been waived except for credit recovery/E2020 courses.

4. All students will participate in the remote continued learning taking place through Google Classroom and Schoology.

**The following process has been established for our Class of 2021, 2022 and 2023 students:**

1. Any student who has earned a passing grade as of Monday, April 13, 2020 will be awarded 0.25 credits and a letter grade for each class for Quarter 3. Students had the opportunity to complete missing assignments and retake assessments up through April 13 to improve their course grade.

2. All students will participate in the remote continued learning taking place through Google Classroom and Schoology for all courses. Students who participate and make adequate progress as determined by the course instructor, will earn 0.25 credits for Quarter 4. All grades will be offered as CR/NC. Students who do not earn credit will not receive the 0.25 credit, which will be required for graduation.

3. All final exams for courses for Semester 2 have been waived except for credit recovery/E2020 courses.

4. Any students who fail courses are required to take credit recovery/E2020 courses to meet Michigan Merit Curriculum and credit requirements.

Remote student learning during this time is designed to ensure students have the knowledge and skills they need to be successful at the next level, not just compliance, and therefore, students should do their personal best, as always. Final report cards will be mailed in June after the school year ends.

**Calendar**

We will continue to use the traditional calendar for the remote learning schedule. Please note the following dates:

- Friday, May 22nd - Senior projects/assignments due
- Monday, May 25th - No School (Weekly learning goals will be posted on May 26th)
- Friday, June 12th - Last day of school for K-11th grades

**Mental Health Support**

We recognize that this has been a very stressful time for children, parents, families, and school communities. Our staff, including school social workers, counselors, and school psychologists are available to help with resources. There is contact information on our website. Please reach out to your child’s teacher or building principal if you would like any assistance from our mental health support staff.

**Food Distribution**

We are thankful for all of the staff and volunteers that continue to ensure that food is available for our students. Food distribution sites will continue to provide food on Tuesdays and Thursdays from 10:30 - 11:30am at Center Line High School, Crothers Elementary, Peck Elementary, Roose Elementary, and Transportation and Maintenance throughout the rest of the school year.

**Student Belongings**

Because we remain under the Stay Home, Stay Safe Executive Order until April 30th, we cannot distribute items at this time. When allowed, a schedule will be communicated to parents to pick up any personal
student belongings left in the buildings. However, if your child has medication at school that is needed before the stay home order is lifted, please contact your child’s building principal to arrange pick up.

Senior Shout Outs
During this time, there are many questions about milestone events and activities that traditionally take place at the end of the year. These events are not only important to your students and families, they are important to us as a school community. As soon as we are able to provide you with more information about senior events, we will do so. In the meantime, we would like to celebrate our seniors virtually! We are proud of our Class of 2020 - #SeniorStrong!

Parents and guardians will be able to submit a Senior Shout Out to recognize their students at this important time in their lives. To participate, send a picture and a sentence or two about why your senior is special to social@clps.org. We will post them on social media and on the Center Line High School Facebook page in our Senior Shout Out album.

Community Coffee Conversations
Our scheduled Community Coffee Conversations will go virtual this month! Use the following number to participate in a Google Hangout conversation with district administration and me on Monday, April 27th at 9:00am. This month’s topic will be transitioning to online learning.

To join by video: meet.google.com/htx-rras-ryi
To join by phone: Call 413-758-2929 and enter the following meeting ID: 465 594 998#

Center Line Public Schools’ staff care deeply about our students and school families and will remain flexible and supportive during this challenging time. Thank you for all that you are doing at home to support your children while we transition to online learning classrooms. Please reach out to your building administrators with any questions, and we will continue to communicate regularly with you. Stay safe and healthy.

Take care,

Eve Kaltz
Superintendent

Please contact Laurenne McDougall at 810-294-4933 or mcdougalll@clps.org for translation assistance.