2020-21
Return to School Plan
Rev. August 26, 2020

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CLPS recognizes that change—especially last minute change—is difficult, but we are asking for your continued patience as we navigate this unprecedented time. We are making every effort to consider what is best for our students, staff, and community and are committed to balancing what is best and what is safe to create a plan that meets the needs of our stakeholders.

The purpose of this document is to provide an overview of the learning models and to answer some commonly-asked questions. Because the situation is in a constant state of flux, we may need to make changes to adapt to new information or state directives and will provide continual updates through email and on our website under Return to School.
A Message from Superintendent Haynes

Center Line Public Schools will offer students two options for education during the 2020-21 school year. Option 1 will use a variety of instructional environments to educate students, including full face-to-face instruction, a hybrid model of instruction (part face-to-face and part remote online learning), and fully remote learning (learning done completely online at home). Several factors will determine how education is delivered in this option. If the positive COVID-19 cases in Macomb County and within our school district are high, our schools will utilize a remote learning approach to educate students. If the number of COVID-19 cases decreases, our schools will transition into a hybrid model of instruction. The hybrid format decreases the number of students within the building and thus allows students to attend face-to-face instruction for part of the week. The other part of the week will include online instruction and activities. Finally, when the number of COVID-19 cases is reduced significantly, CLPS will return to full face-to-face instruction.

Option 2 is fully virtual instruction. Students choosing this option will be enrolled in our Academy 21 program. Our Academy 21 program was founded in 2011 and has programs for students in kindergarten through twelfth grade.

On August 25, 2020, the Board of Education determined that students utilizing Option 1 will start the school year in a remote environment. This booklet was created to assist students and families with the transition into both Option 1 and Option 2. Please take a few minutes to review this document and feel free to contact your child’s school if you have any questions. Information regarding the start of the school year will be coming from each of the schools in the near future.

We understand that starting the school year in a remote environment poses challenges for families and students. I am confident that our staff will deliver high quality learning experiences to our students throughout this year, no matter what learning environment we are in. It is my hope that our schools transition from remote learning into a hybrid model as soon as it is permissible. Ultimately, our goal is to have all of our students in school receiving face-to-face instruction each day directly from our staff.

Each week, the Board of Education will review data from the Macomb County Health Department and will receive updated information on CLPS’s preparedness to welcome students back to school in a hybrid model. These are unconventional times. Our students’ and staff’s safety is our first priority. Parents will be informed on the status of the district through our district website, emails, and robocalls.

Thank you for your continued patience and understanding.

Sincerely,

Joseph L. Haynes
Superintendent

Option 1
- Remote Learning
- Hybrid Learning
- Full-time Face-to-Face Learning

Option 2
- Full-time Virtual Learning through Academy 21
Definitions

Remote and Hybrid Learning – Option 1

Remote Learning
Remote learning is the term we will be using to refer to the time students in our traditional buildings are having class online with their classroom teachers due to COVID-19 restrictions. We will start the year with remote learning while we are in Phase 4 and COVID cases are still above the acceptable threshold. Additionally, we will need to have fully remote learning if our area moves back to Phases 1, 2, or 3 in the MI Safe Start plan.

Hybrid Learning
A hybrid approach to instructional delivery combines remote learning and face-to-face classroom instruction. Students will receive in-person classroom instruction two days a week and remote learning from home three days a week. During classroom instruction time, students can be engaged in authentic, collaborative learning experiences. The online components can include asynchronous and synchronous learning. New learning takes place five days a week, following CLPS curriculum and pacing.

Asynchronous learning is remote learning (student and teacher in separate locations) in which the student and teacher are not connected in real time (not live). Asynchronous learning requires students to independently complete tasks and activities. Example methods of asynchronous online learning include recorded mini lessons, virtual libraries, posted notes, supported independent activities, and exchanges across discussion boards or digital platforms.

Synchronous learning is remote learning (student and teacher in separate locations) in which the student and teacher remain in separate locations but are electronically connected in real time (live). This involves the student and their instructor interacting in a specific virtual place, through a specific online medium, at a specific time.

Virtual Learning (Academy 21) – Option 2

Families may choose the fully virtual learning option through our Academy 21 program (K-12). Academy 21 has a full staff of certified teachers who work with the students through Edgenuity (grades 6-12), Calvert (K-5), and other online platforms who also serve as mentors to students to track progress. Due to staffing constraints and continuity of learning, this option requires that students commit to this plan for the entire semester.

The K-5 fully virtual option is an established program that requires adult supervision and guidance. Parents should expect approximately 4 hours per day of active learning, some on the computer and some off. Parents have flexibility to set the daily schedule based on the program’s pacing and communication with the teacher.

Students in grades 6-12 are enrolled in a full schedule of classes through Edgenuity courseware. Parents and students have flexibility to set the daily schedule based on the program’s pacing and communication with the teacher. Students are expected to spend 25-30 hours per week on coursework to stay on pace.
OPTION 1 General Information

How will information be communicated?
Communication with our families is a vital component of our Return to School Plan. We will continue to use multiple modes of communication, including our district website, social media sites, and email and phone/robocalls. Please make sure your school has your current contact information on the form that is being mailed in your back-to-school packets. Contact the school directly if you have not received a communication from your school by September 2, 2020.

As we move forward, we will implement the following communication protocols:

- Maintain timely, accurate, and clear two-way communication with families regarding students’ academic and social-emotional functioning and school and classroom information.
- Clearly communicate all plans and expectations for your child’s return to school, including modes of assessment, details about curriculum, and expectations for grade-level proficiencies.
- Ensure all communications are in both English and the home language of our students when necessary.
- Ensure our teachers know and understand the school communication plan.
- Ensure our teachers use PowerSchool effectively and parents have access to the information.
- Communicate in a timely manner when it becomes necessary to modify our modes of instruction.

How will CLPS support our family during remote/hybrid learning?
We truly value our parents as essential partners in the educational process. Some of the ways we plan to support our families include the following:

- CLPS will be 1:1 this year, meaning that each student will be issued a Chromebook or tablet.
- Family sessions on the best way to access and use our digital resources.
- Resources for our families to use at home, including specific strategies for supporting their children’s learning at home.
- Opportunities for parents to build their digital literacy skills.
- Virtual Q&A sessions where parents can interact with teachers and school leaders to ask questions, as scheduled by building staff.

Who will be teaching my child?
In Option 1, students will remain with their classmates and their CLPS teachers while learning remotely or in person. They will utilize the Google Classroom or the Schoology learning platform to offer synchronous (real-time teaching and learning) and asynchronous (recorded lessons that are available for students at all times) lessons via Google Meet.

When will my child receive his/her schedule?
Principals will be reconfiguring the master schedule. Secondary schedules will be available in PowerSchool on September 1st. Elementary families will be notified of their classroom placements on September 2nd by phone and email.
When will my student receive his/her Chromebook or Tablet?

Every student in CLPS will be issued either a Chromebook or tablet. Students may choose to use their own device for remote or virtual learning; however, some required assessments can only be completed on a CLPS device. Students who choose to use their own device for remote learning are encouraged to store their CLPS device in a safe location at their home so that it can be used whenever online assessments require a CLPS device.

CLHS:  
- Thursday, August 27th 8:00am – 3:00pm
- Friday, August 28th 8:00am – 11:00am
- Monday, August 31st 10:00am – 7:00pm
- Tuesday, September 1st 10:00am – 7:00pm

Wolfe MS:  
- Wednesday, September 2nd 9:00am – 3:00pm; 5:00pm – 7:00pm
- Thursday, September 3rd 9:00am – 3:00pm; 5:00pm – 7:00pm

Academy 21:  
- Tuesday, September 8th 10:00am – 4:00pm
- Wednesday, September 9th 10:00am – 2:00pm, 4:00pm – 7:00pm

Elementaries:  
- Wednesday, September 2nd 10:00am – 4:00pm; 5:00pm – 7:00pm
- Thursday, September 3rd 3:00pm – 6:00pm

When will my student receive his/her learning materials?

Elementary students will receive their remote learning packs (white board, markers, pencils/sharpener, crayons, scissors, glue sticks, folders, ruler, etc.) when they pick up their Chromebooks/tablets.

Will my family receive technology support?

CLPS will offer training for parents and students on our educational platforms. In addition to handouts and prerecorded videos on our website (http://www.clps.org/apps/pages/techhelp), we are planning to offer virtual parent training sessions.

Will my students receive grades for their work?

Yes. In all modes of instruction, there will be meaningful assessments, quizzes, tests, and exams.

Are remote classes the same as in-person?

Remote classes are those conducted through online instruction; in-person classes will occur as soon as the Board of Education decides that the information from the Macomb County Health Department supports the implementation of face-to-face instruction. There will be similar curriculum, assessments, participation, and attendance requirements for both remote and in-person learning components during the hybrid learning phase.

Will my children receive breakfast and lunch?

Yes. CLPS will be providing breakfast and lunch for students during remote and in-person learning. During remote learning, food will be available for pickup at various locations for our enrolled students; there will be an online preordering system in place. More information will be forthcoming and will be posted on our website at http://www.clps.org/apps/pages/orderingfood. When we move to the hybrid model, students will eat lunch in their buildings as they did during traditional learning with social distancing protocols in place.
What about students with special needs and students with IEPs?
We will work closely with families of special needs students using their IEP team to determine the procedures and needs on an individual student-by-student basis. Our Special Services department will be reaching out to families during the first week of September.

Will clubs and after school activities be allowed?
CLPS will continue to offer clubs and after school activities, when possible, in a virtual format while our area is in Phase 4. The offering of extracurricular activities will be revisited during CLPS’s monthly Return to School Plan review.

Will Open Houses and Parent-Teacher Conferences be held?
Fall Open Houses and Parent-Teacher Conferences will be held virtually.

What is CLPS doing to ensure the social-emotional wellbeing of the students this fall?
CLPS is committed to creating supportive and responsive learning climates to ensure our students can thrive. We will be paying close attention to the social-emotional needs of our students and intentionally setting up environments that foster belonging and community as well as emotional safety and support. Social emotional learning skills will be integrated into teaching practices. To supplement our internal counseling services and support, we will continue to enhance our community partnerships so we can provide mental health support to students. In addition, we will regularly share resources and tools for our students and families. It is essential that we keep open lines of communication between school and home to understand the individual dynamics and needs of our students and their families as we work together to support our students.

Will visitors be allowed in the buildings during remote or hybrid learning?
Individuals needing assistance can enter the buildings through the main entrance. Visitors must wear masks and follow social distancing protocols. We encourage parents to contact the school office to schedule appointments when possible. Parents/visitors will not be allowed into classrooms while we are in the hybrid model.

Will there be latchkey/SACC available?
Our SACC program will be open when students are back in the buildings (during hybrid and face-to-face learning) but not while fully remote learning is in place. Students may attend SACC on the days their cohorts have on-site learning sessions.
Hybrid Model Overview

What will CLPS’s hybrid model look like?
Students will be scheduled into two cohort groups, Cohort A and Cohort B. Each cohort will receive approximately half of their education in a face-to-face environment and the other half in a remote environment. Cohort A will attend face-to-face instruction on Mondays/Tuesdays while Cohort B engages in remote learning. The learning environments will be switched on Thursdays/Fridays, where Cohort B will attend face-to-face instruction while Cohort A engages in remote learning. On Wednesdays, the entire class (both cohorts) will participate in a synchronous remote learning session for each subject. This hybrid approach will allow classes to maximize spacing to achieve the appropriate social distance between students.

What personal protection equipment (PPE) will be provided?
CLPS will provide each child with a disposable mask each day. Homemade masks are permissible as long as they are washed each day. Each room will have an ample supply of either hand soap or hand sanitizer for student/staff use. Hand sanitizer stations will be located in entryways, hallways, and cafeterias. In addition, gloves, sanitizing wipes, and cleaners will be used throughout each building in compliance with our COVID-19 Preparedness and Response Plan, located on our website at https://www.clps.org/apps/pages/COVID19responseplan. Desks will be cleaned hourly at the secondary level and at each transition time at the elementary level. Water fountains will be turned off, so we encourage students to bring a water bottle from home.

How will social distancing be maximized at arrival, dismissal, and in the halls?
Principals are working with their staffs to develop plans on how to most appropriately address these issues based on the layout of their buildings and the number of students. At the elementary levels, most students will enter the buildings directly through their classroom doors or through a predetermined entrance. Students will be dismissed in a uniform manner to maximize social distancing. Secondary buildings will have specific entrances identified for entering and exiting the buildings. Student drop off will be staggered as much as possible to limit the number of students entering the building at one time. Staff will work to limit the number of students in the hallways at a given time as much as possible. In some buildings, traffic flow in hallways will be in a single direction.

What does social distancing look like in the classroom?
The hybrid model reduces the number of students in a classroom to approximately 50%, allowing for maximum social distancing between students. Students will be required to wear face masks on the bus, and in hallways and other common spaces. Secondary students will be required to wear face masks while in the classroom. Elementary students will be required to wear face masks when directed by the teacher when interacting with other students or when participating in educational activities where social distancing is not feasible.

Where will my child each lunch during the school day?
Elementary students will eat lunch in their classrooms utilizing appropriate social distancing. Secondary students will eat lunch in predetermined locations in their buildings. Students will have assigned seats and will be spaced to maximize the distance between students.

Will elementary students get recess?
Yes; each elementary has developed a recess plan unique to its building and its number of students. Certain areas will be restricted to specific classes in attempt to prevent co-mingling.
Will my child have an assigned locker?
In an attempt to limited congregating, students will not have assigned lockers. We are asking students to utilize backpacks to carry their materials from class to class. Several local organizations have donated backpacks to our schools. If you are in need of a backpack or school supplies, please contact your child’s school.

Sample Hybrid Learning Schedule

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<tbody>
<tr>
<td>Cohort A</td>
<td>On Site Learning</td>
<td>Cohort A On Site Learning</td>
<td>Both Cohorts Synchronous</td>
<td>Cohort A Asynchronous Remote Learning</td>
<td>Cohort A Asynchronous</td>
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<td>Remote Learning</td>
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<td>Remote Learning</td>
</tr>
<tr>
<td>Cohort B</td>
<td>Asynchronous Remote Learning</td>
<td>Cohort B Asynchronous</td>
<td>Cohort B On Site Learning</td>
<td>Cohort B On Site Learning</td>
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<td></td>
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<td>Remote Learning</td>
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Reminders for Remote Learning Etiquette

- Students will have independent learning tasks to practice and apply their learning outside of the remote instruction classes.
- Office hours are set aside for students/families to contact teachers for questions and assistance.
- Use respectful behavior and language within the online classroom and digital communication.
- Wear school appropriate clothing when you attend online meetings and leave your camera on when asked.
- Treat others online as you would want to be treated in person.
- Use the mute button or turn the microphone off when not speaking if there is a lot of noise in the background.
OPTION 2 General Information

What is CLPS’s virtual program?
CLPS’s virtual program is offered through Academy 21. Academy 21 has been offering online education to students in grades 6-12 since 2011 and for K-5 since 2019.

When will I have to make a decision between Option 1 and Option 2?
Students selecting Option 2 (fully virtual), must complete the online Academy 21 Program Interest/Enrollment Request form at https://forms.gle/dHaHdv9GzqYDwL2Y9 by Friday, August 28, 2020. If you need assistance contact the Program Director, Jennifer Wickersham at wickershamj@clps.org or 586-510-2062.

- If you have already enrolled in Academy 21, you do not need to complete a new form.
- Students who do not select Option 2 will automatically be enrolled in Option 1 and do not need to contact the school.
- If you previously chose OPTION 2 (fully virtual) with Academy 21 and would now like to choose OPTION 1 for your students, please complete the School Option Change Request form on the Academy 21 website - https://forms.gle/2r81a64mHBwsWXnd8.

Can my student move from Option 2 to Option 1 at any time?
Students who choose Option 2 are expected to stay enrolled in Academy 21 until the end of the semester. At that time, if they choose to switch to Option 1, they will be scheduled back into their regular school. This semester-long commitment is necessary to allow CLPS time to appropriately staff both programs and to make sure the student earns credit for that semester.

Will grades be issued in the virtual option?
Yes. Grades will be issued in both options.

Will the online course list offered in the virtual option match current CLPS core classes and electives?
The core offerings at Academy 21 match those offered to students who select Option 1. Virtual students will also have a number of electives from which to choose; however, not all CLPS electives can be offered in a virtual format.

What about students with special needs and students with IEPs?
We will work closely with families of special needs students using their IEP team to determine the procedures and needs on an individual student-by-student basis. For specific questions for students with IEPs or 504 Plans, please email Dr. Terri Karam at karamtm@clps.org.

Will my children receive breakfast and lunch?
Yes. CLPS will be providing breakfast and lunch for virtual students. Food will be available for pickup at various locations for our enrolled students; there will be an online preordering system in place. More information will be forthcoming and will be posted on our website at http://www.clps.org/apps/pages/orderingfood.
Special Populations

Special Education Services

Services for students with disabilities will be designed to meet the outcomes identified in the students’ Individualized Education Program (IEP) in the least restrictive environment feasible. Based on the student’s IEP, specialized instruction will be provided in person, when possible. Students will continue to receive access to instructional materials for use at home, as needed, including assistive technology tools. When possible, special education procedural meetings, such as re-evaluation, eligibility, IEP teams, etc., will be conducted through remote options. Special education evaluations will continue to be scheduled in person under Phase 4 in collaboration with the parent. Students opting into virtual learning will continue to receive their special education services through CLPS.

Students with 504 and Medical/Health Plans

In all learning settings, students eligible for Section 504 plans will continue to receive their accommodations and other supports included in their plans and may be adapted to the change of settings. Students will continue to receive access to instructional materials for use at home, as needed. When necessary and possible, virtual meetings will be utilized to convene Section 504 procedural meetings such as re-evaluation, eligibility, review, etc. The school will continue to support students with specific medical/health plans and may include consultation with knowledgeable medical consultants.

English Language Learners

Center Line Public Schools provides additional support to meet the language and academic content needs of English Language Learners (ELLs) enrolled in the district. The instructional needs of students at different levels of language proficiency and prior schooling are met differently. ELL services will continue to be provided during all learning models.

Contact Us

If you have additional questions, you can submit them to the district office via our Return to School Plan Questions form found at https://forms.gle/YkvSX6NB19Tz9VQ57