



Columbia Central Jr./Sr. High School

Dear Columbia Central Families,

We will provide two different learning opportunities for students to choose as we begin the 2020-2021 school year. Families will be asked to make a choice between **In-Person Learning** and **Learning at Home**. Both options will provide our students with equitable opportunities for learning to support their continued growth.

We are asking families to choose either **In-Person Learning** or **Learning at Home** by Sunday, August 16 at midnight. [CCJH/HS Required Family Commitment Form](#)

What will Phase 4 In-Person Learning look like at Columbia Central Jr./Sr. High School?

Columbia Central Jr./Sr. High School **In-Person** students will report to the building on **Monday, Tuesday, Thursday and Friday**. On **Wednesday, ALL (both In-Person and Learning at Home) students will engage in remote instruction through Google Classroom. Students will NOT attend the school building on Wednesdays.** Every Wednesday, staff will:

- Plan virtual appointments with individual students or small groups
- Host online appointments for designated groups of students
- Building will be cleaned by custodial staff

This hybrid schedule will pilot for the first nine weeks of school. This pilot may be extended if necessary.

Students enrolled at the Jackson Area Career Center will attend In-Person, Monday-Friday. We will provide district transportation if needed. If your child will need to take the bus to the **Career Center** on Wednesdays, please have them report to the to the **Columbia Central campus** by the times listed below:

AM students-7:35 AM

PM students-11:10 AM

- Prior to attending school each day, all students will complete a health screening to ensure they are fever free and not displaying any symptoms of COVID-19. Please use this link, page 2, to access the screening. [COVID-19 Toolkit](#)
- Students may not enter the school building before 7:35 AM to allow for limited gathering prior to school beginning and students moving promptly to their first hour class.
- Our Learning Management System will be Google Classroom. Teachers will utilize this platform to provide instruction to both In-Person and Learning at Home students.
- All teachers will follow state standards and requirements for the Michigan Merit Curriculum.
- Students are expected to meet all deadlines and requirements to earn credit. Grades and due dates will be equitable to students Learning at Home. All grades will be posted in PowerSchool.

- Attendance will be taken on a daily basis.
- Accommodations for students with an IEP or 504 Plan will be provided.
- Every Columbia Central Jr./Sr. High School student will have an opportunity to check-out a Chromebook. Students must complete a contract to sign and insurance must be purchased by the parent.
- Students will receive a schedule to include seven courses. We will continue to offer Band and Choir courses while utilizing outdoor and large spaces to conduct instructional activities. Physical Education classes will also use outdoor spaces as much as possible.
- All Jackson Area Career Center students will attend each day, Monday-Friday. Students are able to drive their own vehicles to the Career Center but must not transport any other students. We will also provide district transportation to the Career Center for those who would like to ride the bus. A mask must be worn at all times on the bus.
- All staff and students will be required to wear a mask at all times throughout the school day unless they are eating or drinking.
- Strict compliance with State and CDC Guidelines as well as the COVID-19 Return to School Toolkit from the Jackson County Health Department will be maintained for movement throughout the building as well as sanitizing procedures. As guidelines change we will continue to update our plan and follow the most current requirements. [COVID-19 Toolkit](#), [Columbia School District Return to Learn Plan](#), [CDC Screening](#)
- Students who become ill at school will go to our quarantine room and be cared for by our support staff until a family member arrives.
- Students will use lockers with designated Cohorts. All students will be encouraged to bring their own school supplies, hand sanitizer, headphones, etc. Shared items will be limited and cleaned after use. Personal items should be taken home daily.
- Students may purchase school breakfast and lunch daily from our Food Service department. All students are encouraged to use their ID card when buying meals but may pay with cash or check. Breakfast can be purchased in the cafeteria prior to school beginning. After students purchase their breakfast, they must report directly to their first hour class where they will eat their meal. Lunch times will be staggered and students will be spaced 6 ft apart with assigned seating in large spaces including the cafeteria, library, outdoor space and the athletic lobby area. Students will go through the lunch line in cohorts with no more than 10 students in line at one time. Students will be spaced 6 ft. apart while waiting in line.
- We will support the mental health of our students through our comprehensive counseling program. Monitoring will take place through mental health screenings.
- Any student who is entering or exiting the building during the school day must do so through the front office and must wear a mask in the office at all times.
- Entering, exiting the building and movement within the school day-[Return to Learn Building Movement Procedures](#)

What will Phase 4 Learning at Home look like at Columbia Central Jr./Sr. High School?

- Learning at Home and In-Person Learning students will receive the equitable instruction and support. Expectations for course completion will be the same as In-Person Learning.

- Google Classroom will be our Learning Management System. Teachers will utilize this platform to provide instruction to both In-Person and Learning at Home students.
- It is critical that students utilize the district issued Chromebook and have reliable internet to perform Learning at Home requirements. The district will provide Hotspots for those who do not have internet access. Learning at Home students must adhere to all district acceptable use technology guidelines.
- Students will receive a schedule to include seven courses and will have the option to transition from Learning at Home to In-Person Learning every marking period (9 weeks). Students should follow and maintain a time schedule to complete course work each day.
- Accommodations for students with an IEP or 504 Plan will be provided.
- Teachers will work with Learning at Home students who need support throughout the school day as necessary through email correspondence, online meetings, and phone calls.
- Students need to check and respond to school email on a consistent and timely basis each day.
- Students are expected to meet all deadlines and requirements to earn credit. Grades and due dates will be equitable to students who are In-Person learning. All grades will be posted in PowerSchool.
- Attendance will be taken daily by work participation.
- Learning at Home Students may attend classes at the Jackson Area Career Center. They must attend Monday-Friday. If help with transportation is needed, students may take the bus from the Columbia Central campus.
- We will support the mental health of our students through our comprehensive counseling program. Monitoring will take place through mental health screenings and the use of teleconferencing meetings.
- Students may participate in after school extracurricular activities and athletics.

Students who choose the Learning At Home option may continue to purchase breakfast and lunch through the Columbia Food Service Department. Meal pick up will be in front of Columbia Central Jr./Sr. High School **every Wednesday from 10 to 11 AM**. Families need to call/or email lindsay.kandell@myeagles.org to pre-order the meals for the week.

Free and Reduced will apply

Breakfast--\$2.20 + tax

Lunch-\$3.75 + tax

Milk-\$.050

What will Phase 1-3, Learning at Home look like at Columbia Central Jr./Sr. High School?

- Google Classroom will be our Learning Management System. Teachers will utilize this platform to provide instruction to Learning at Home students.
- Students will be expected to continue with the current course schedule.
- Attendance will be taken on a daily basis and students must be present for class meetings, instruction time, etc.
- Students must adhere to appropriate dress codes and conduct participating in live classroom meetings.
- In addition to scheduled class times, teachers will host office hours for student support.

- Accommodations for students with an IEP or 504 Plan will be provided.
- We will support the mental health of our students through our comprehensive counseling program through the use of teleconferencing services. Monitoring will take place through mental health screenings.
- Breakfast and lunch will continue to be available with a pick up time every Friday from 10-11 AM behind Columbia Upper Elementary School.

Monitoring throughout all phases-

- Google Classroom will allow students and staff to flow efficiently throughout the Return to School Phases.
- Columbia Central staff will closely monitor the academic progress and social-emotional well-being of our students.
- Ensure students have continued access to reliable internet and a device.
- Continual assessment of the students' quality of work, grades, and overall participation.
- Our counselors will be available to support students in need and help to refer any necessary services through teleconferencing.

Additional Important Information

Emily Wallace-Learning at Home Liaison

Emily is responsible for setting up virtual accounts, communicating with all 7-12 at home students, supporting parent and student questions, technology help for students and teachers, connecting students and teachers with other educational support/Ed Tech resources (lunch/counseling, etc.) and facilitating at home reading programs for students.

Canvas

Two teachers will pilot the Canvas program this semester to begin preparing for possible implementation in the Fall of 2021.



Orientation Dates-

August 19 and 20

This will be an outdoor event where students will be able to pick up schedules and their learning material to include textbooks, Chromebook, leisure reading books from our library, course schedule and all other necessary back to school information.

August 19-Building tours, informational meeting and learning material pick-up

Your orientation will begin with a student and parent informational meeting held at the football stadium. Students only will also participate in staggered buildings tours and be able to pick up their learning materials.

7th grade Orientation, 6-7 PM

9th grade Orientation 7:30-8:30 PM

August 20-Learning Material Pick Up

2-4 PM-11th and 12th grade

6-8 PM-8th and 10th grade

Columbia Central Virtual Open House-Will be shared with students and parents on August 25th.

Teachers will provide a video featuring a welcome back message for their students, a tour of their classroom, important aspects regarding their course syllabus, and any other important information. The videos will be posted on our Virtual Open House website and shared with families.

Sincerely,

Christi O'Neil, Principal
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