

School Closure Plan

Just in case...

School Year – 2020-2021

LAKE CITY AREA SCHOOLS



This plan is a Pro-active Guide that we hope we will not need to implement this school year.

However, we desire for complete preparation and understanding for Students and Parents should we find ourselves needing to close for a short amount of time to keep our Trojan Family safe.

Please review and keep for reference.

Thank you for choosing to be a part of our Trojan Family!

710 E. Mitchell St., Lake City, MI
PO Box 900
lakecityschools.net
231.839.6600

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LETTER FROM SUPERINTENDENT BLASZAK



October 26, 2020

Dear Lake City Trojan Families,

We have worked to provide a comprehensive overall plan for your student's educational plan going forward for the 2020-2021 school year. This additional plan would be implemented in the event that the District would need to provide Remote learning due to a number of staff or students that test positive with COVID-19 or have been exposed to COVID-19 as Close Contacts. Our staff has worked through our Remote Learning Plan to provide a smooth transition from In-Person Learning to Remote Learning. We believe you will find the information that is included in the Remote Learning Plan helpful in your future plans. Please review the School Day schedules, Latchkey for children of Essential Workers, Technology Device pick up and additional pertinent information. Please contact us if you have further questions or concerns.

Sincerely,

Kimberly Blaszak

Kimberly Blaszak
Superintendent of Schools

COMMUNICATION

If, and when, we enter a period of School Closure – depending upon the variables involved – the closure may be one of two options:

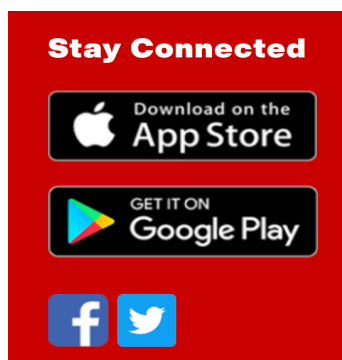
- Building-Specific closure (just one or two buildings), or a
- District closure (All buildings)

Closure Length:

- The length of School Closure may vary depending upon many variables.
 - If the District needs to cancel school awaiting results of Contact Tracing, we may close for one or two days.
 - Depending upon circumstances, and guidance from the Health Department and our Board of Education – and with what we are seeing in other Districts, LCAS may experience closures of anywhere between one and fourteen days. We will communicate information to you as we secure it.

There are a number of ways that LCAS will communicate during these days:

- LCAS School Website: ***www.lakecityschools.net***
- LCAS Call Out and Text System: If you are a student contact in PowerSchool, you should receive these updates already. If you have not received messages during the start of this school year, please contact your child's office – 231.839.6600.
- LCAS School App: Available for Apple and Android Devices
- Social Media: Follow us on Facebook: Lake City Area Schools, and Twitter: @TeamLCTrojans.



Cancellations:

- Please keep in mind that if a specific building, or the District as a whole, closes, then all activities, events, and teams at that particular building will be cancelled during that time period as well.
- Also, if any of the District's buildings are closed, this will impact spectator allowances for any events that remain scheduled throughout the District.

REMOTE LEARNING EXPECTATIONS

Lake City Elementary School - Remote Learning Expectations

Each student will receive a grade-level remote learning bag. If we know prior to the end of the school day – students will bring these home with them. If we are not notified until after the school day that we will need to close – these bags will be handed out during device pick-up times or mailed.

Contents of Elementary Learning Bags:

- Getting Started Guide,
- username & password page,
- two days of reading and math instruction,
- as well as resources to continue their learning with future virtual lessons.

Please use the daily guide below to help your child transition to remote learning.

Remote Day 1:

- Preview the grade-level learning packets.
- Complete the day one reading lesson with your student. This first lesson is on paper within the packet.
- Complete the day one math lesson with your student. This first lesson is on paper within the packet.

Remote Day 2:

- Complete the day two reading lesson with your student. This first lesson is on paper within the packet.
- Complete the day two math lesson with your student. This first lesson is on paper within the packet.

LCAS will communicate with all families when Chromebooks can be picked up to start virtual lessons. If you already have a device at home, please start your virtual lessons on the third day of Remote Learning.

After you receive your device:

- Students can login to their Google Classroom to complete a virtual reading and math lesson. *Please use the Getting Started Guide (in packet) or our Parent University on our school's website to help assist in work completion.
- Students need to complete the posted assignments each day. We highly recommend that you follow our virtual learning schedule.
- Grade level teachers will be identifying at least two live lessons (Google Meets) with students. These days and times will be posted in your child's Google Classroom.

Important to note: This is not a new platform for your students. Every grade level has been practicing virtual lessons with their homeroom teacher over the past few months. The students are very familiar with Google Classroom, virtual lessons, and turning in assignments. We have been working hard as an Elementary building to prepare for this situation.

Lake City Middle and High School - Remote Learning Expectations

Depending upon the time in the day that we know we will need to go Remote – and if there is adequate time to manage logistics, your student may bring home their assigned Chromebook, charger, and connectivity device if

one was needed. If there is not ample time, we will communicate a time in the following two days during which LCAS will arrange pick-up times for devices and resources.

The main difference to LCAS's approach to learning during the initial stages of the COVID-19 Pandemic is that learning will not be packet-based. LCAS is leveraging every resource possible to connect students and teachers virtually so that maximum and efficient learning can take place. LCAS Team members have been continuing their training on utilizing Schoology as a Learning Management System, as well as other educational platforms that students have been practicing and familiarizing themselves with. If we go remote – we will set up learning to begin fully on day three of our remote timeline.

Remote Day 1 & 2:

- If you have a device and internet connectivity, log into Schoology and the other platforms that your teachers have directed you to.
- Communicate with your teachers and begin working on tasks if possible.
- If you do not have a device and internet connectivity at home, no worries, LCAS will be in the process of communicating to you about device pick-up – use these first two days to review your work up to this point in the school year, or read your book from the library.

REMOTE LEARNING PLANS

Please find Learning Schedules for Grades K-5,6,7,8, and 9-12 below. LCAS has gone over the following schedules with students at each grade level to ensure they know what is expected each day. The schedules are designed to allow students to move forward in their work each day at their pace, as their daily work will be posted by 8:00 am each day. However, specific live-virtual meetings will also be required of students throughout the week.

*GRADES 6-12: Please note that Wednesdays are set up on the Remote Learning Schedule as flexible group meeting days. Students, there will still be a lesson and learning task on Wednesdays. Teachers will remind you of this as well.

Lake City Elementary Virtual and Remote Learning Schedule									
Monday		Tuesday		Wednesday		Thursday		Friday	
Professional Meetings	8:00-8:30	Professional Meetings	8:00-8:30	Professional Meetings	8:00-8:30	Professional Meetings	8:00-8:30	Professional Meetings	8:00-8:30
Reading (Phonics Units K-2) & Writing *incl. lg. & sm. group instruction	8:30-10:00	Reading (Phonics Units K-2) & Writing *incl. lg. & sm. group instruction	8:30-10:00	Science *incl. lg. & sm. group instruction	8:30-10:00	Reading (Phonics Units K-2) & Writing *incl. lg. & sm. group instruction	8:30-10:00	Reading (Phonics Units K-2) & Writing *incl. lg. & sm. group instruction	8:30-10:00
Break	10:00-10:30	Break	10:00-10:30	Break	10:00-10:30	Break	10:00-10:30	Break	10:00-10:30
Math *incl. lg. & sm. group instruction	10:30-12:00	Math *incl. lg. & sm. group instruction	10:30-12:00	Social Studies *incl. lg. & sm. group instruction	10:30-12:00	Math *incl. lg. & sm. group instruction	10:30-12:00	Math *incl. lg. & sm. group instruction	10:30-12:00
Lunch	12:00-12:30	Lunch	12:00-12:30	Lunch	12:00-12:30	Lunch	12:00-12:30	Lunch	12:00-12:30
Student Support	12:30-1:30	Student Support	12:30-1:30	Student Support	12:30-1:30	Student Support	12:30-1:30	Student Support	12:30-1:30
Differentiated Small Group Instruction & Services	1:30-2:30	Differentiated Small Group Instruction & Services	1:30-2:30	Differentiated Small Group Instruction & Services	1:30-2:30	Differentiated Small Group Instruction & Services	1:00-2:30	Differentiated Small Group Instruction & Services	1:00-2:30
Music Recorded Lesson	2:30-3:00	Additional Student Support	2:30-3:00	PE Recorded Lesson	2:30-3:00	Additional Student Support	2:30-3:00	Technology Student Support	2:30-3:00

Lake City Middle School - Remote Learning Schedule									
				6th Grade					
Monday		Tuesday		Wednesday		Thursday		Friday	
Professional Meetings	7:30-8:00	Professional Meetings	7:30-8:00	Shortened Class Times *These meetings are intended to provide time for small group meetings, or additional instructional time. 1st Hour 8:00-8:30 2nd Hour 8:45-9:15 3rd Hour 9:30-10:00 4th Hour 10:15-10:45 5th Hour 11:00-11:30 6th Hour 11:45-12:15 Advisory Check In		Professional Meetings	7:30-8:00	Professional Meetings	7:30-8:00
1st	8:00-8:56	1st	8:00-8:56			1st	8:00-8:56	1st	8:00-8:56
Passing Time	8:56-9:00	Passing Time	8:56-9:00			Passing Time	8:56-9:00	Passing Time	8:56-9:00
2nd	9:00-9:56	2nd	9:00-9:56			2nd	9:00-9:56	2nd	9:00-9:56
Passing Time	9:56-10:00	Passing Time	9:56-10:00			Passing Time	9:56-10:00	Passing Time	9:56-10:00
3rd	10-10:56	3rd	10-10:56			3rd	10-10:56	3rd	10-10:56
Passing Time	10:56-11:00	Passing Time	10:56-11:00	Counselor or Ancillary Group Mtgs Social Emotional Learning Mtgs Student Class Meetings		Passing Time	10:56-11:00	Passing Time	10:56-11:00
5th	11-11:56	5th	11-11:56			5th	11-11:56	5th	11-11:56
Lunch	12:00-12:30	Lunch	12:00-12:30			Lunch	12:00-12:30	Lunch	12:00-12:30
Teacher Open Office Hours (12:30-1:30) Work Completion for Elective 4th Homework	12:30-2:30	Teacher Open Office Hours (12:30-1:30) Work Completion for Elective 4th Homework	12:30-2:30			Teacher Open Office Hours (12:30-1:30) Work Completion for Elective 4th Homework	12:30-2:30	Teacher Open Office Hours (12:30-1:30) Work Completion for Elective 4th Homework	12:30-2:30

Lake City Middle School - Remote Learning Schedule									
				7th Grade					
Monday		Tuesday		Wednesday		Thursday		Friday	
Professional Meetings	7:30-8:00	Professional Meetings	7:30-8:00	Shortened Class Times *These meetings are intended to provide time for small group meetings, or additional instructional time. 1st Hour 8:00-8:30 2nd Hour 8:45-9:15 3rd Hour 9:30-10:00 4th Hour 10:15-10:45 5th Hour 11:00-11:30 6th Hour 11:45-12:15 Advisory Check In		Professional Meetings	7:30-8:00	Professional Meetings	7:30-8:00
1st	8:00-8:56	1st	8:00-8:56			1st	8:00-8:56	1st	8:00-8:56
Passing Time	8:56-9:00	Passing Time	8:56-9:00			Passing Time	8:56-9:00	Passing Time	8:56-9:00
2nd	9:00-9:56	2nd	9:00-9:56			2nd	9:00-9:56	2nd	9:00-9:56
Passing Time	9:56-10:00	Passing Time	9:56-10:00			Passing Time	9:56-10:00	Passing Time	9:56-10:00
4th	10-10:56	4th	10-10:56			4th	10-10:56	4th	10-10:56
Passing Time	10:56-11:00	Passing Time	10:56-11:00	Counselor or Ancillary Group Mtgs Social Emotional Learning Mtgs Student Class Meetings		Passing Time	10:56-11:00	Passing Time	10:56-11:00
6th	11-11:56	6th	11-11:56			6th	11-11:56	6th	11-11:56
Lunch	12:00-12:30	Lunch	12:00-12:30			Lunch	12:00-12:30	Lunch	12:00-12:30
Teacher Open Office Hours (12:30-1:30) Work Completion for Elective 4th Homework	12:30-2:30	Teacher Open Office Hours (12:30-1:30) Work Completion for Elective 4th Homework	12:30-2:30			Teacher Open Office Hours (12:30-1:30) Work Completion for Elective 4th Homework	12:30-2:30	Teacher Open Office Hours (12:30-1:30) Work Completion for Elective 4th Homework	12:30-2:30

Lake City Middle School - Remote Learning Schedule									
				8th Grade					
Monday		Tuesday		Wednesday		Thursday		Friday	
Professional Meetings	7:30-8:00	Professional Meetings	7:30-8:00	Shortened Class Times *These meetings are intended to provide time for small group meetings, or additional instructional time. 1st Hour 8:00-8:30 2nd Hour 8:45-9:15 3rd Hour 9:30-10:00 4th Hour 10:15-10:45 5th Hour 11:00-11:30 6th Hour 11:45-12:15 Advisory Check In		Professional Meetings	7:30-8:00	Professional Meetings	7:30-8:00
1st	8:00-8:56	1st	8:00-8:56			1st	8:00-8:56	1st	8:00-8:56
Passing Time	8:56-9:00	Passing Time	8:56-9:00			Passing Time	8:56-9:00	Passing Time	8:56-9:00
4th	9:00-9:56	4th	9:00-9:56			4th	9:00-9:56	4th	9:00-9:56
Passing Time	9:56-10:00	Passing Time	9:56-10:00			Passing Time	9:56-10:00	Passing Time	9:56-10:00
5th	10-10:56	5th	10-10:56			5th	10-10:56	5th	10-10:56
Passing Time	10:56-11:00	Passing Time	10:56-11:00	Counselor or Ancillary Group Mtgs Social Emotional Learning Mtgs Student Class Meetings		Passing Time	10:56-11:00	Passing Time	10:56-11:00
3rd	11-11:56	3rd	11-11:56			3rd	11-11:56	3rd	11-11:56
Lunch	12:00-12:30	Lunch	12:00-12:30			Lunch	12:00-12:30	Lunch	12:00-12:30
Teacher Open Office Hours (12:30-1:30) Work Completion for Elective 4th Homework	12:30-2:30	Teacher Open Office Hours (12:30-1:30) Work Completion for Elective 4th Homework	12:30-2:30			Teacher Open Office Hours (12:30-1:30) Work Completion for Elective 4th Homework	12:30-2:30	Teacher Open Office Hours (12:30-1:30) Work Completion for Elective 4th Homework	12:30-2:30

Lake City High School - Remote Learning Schedule									
Monday		Tuesday		Wednesday		Thursday		Friday	
Professional Meetings	7:30-8:00	Professional Meetings	7:30-8:00	Shortened Class Times *These meetings are intended to provide time for small group meetings, or additional instructional time. 1st Hour 8:00-8:30 2nd Hour 8:45-9:15 3rd Hour 9:30-10:00 4th Hour 10:15-10:45 5th Hour 11:00-11:30 6th Hour 11:45-12:15 Advisory Check In		Professional Meetings	7:30-8:00	Professional Meetings	7:30-8:00
1st	8:00-9:15	4th	8:00-9:15			1st	8:00-9:15	4th	8:00-9:15
Passing Time	9:15-9:20	Passing Time	9:15-9:20			Passing Time	9:15-9:20	Passing Time	9:15-9:20
2nd	9:20-10:36	5th	9:20-10:36			2nd	9:20-10:36	5th	9:20-10:36
Passing Time	10:36-10:40	Passing Time	10:36-10:40			Passing Time	10:36-10:40	Passing Time	10:36-10:40
3rd	1040-11:56	6th	1040-11:56			3rd	1040-11:56	6th	1040-11:56
Passing Time	11:56-12:00	Passing Time	11:56-12:00	Counselor or Ancillary Group Mtgs Social Emotional Learning Mtgs Student Class Meetings		Passing Time	11:56-12:00	Passing Time	11:56-12:00
Lunch	12:00-12:30	Lunch	12:00-12:30			Lunch	12:00-12:30	Lunch	12:00-12:30
Teacher Open Office Hours (12:30-1:30) Work Completion for hours 4th-6th	12:30-2:30	Teacher Open Office Hours (12:30-1:30) Work Completion for hours 4th-6th	12:30-2:30			Teacher Open Office Hours (12:30-1:30) Work Completion for hours 4th-6th	12:30-2:30	Teacher Open Office Hours (12:30-1:30) Work Completion for hours 4th-6th	12:30-2:30

SPECIAL SERVICES

Health Plans/Special Education Details

- All students with health plans and 504s will be reviewed during the school closure. If adjustments or accommodations are necessary, the family will be contacted.
- All students with Individual Education Plans (IEPs) will be reviewed by the IEP teams and adjusted based on the individualized needs of the students. Parents should contact their IEP teams if they have any questions. All IEPs will be reviewed and held on-time throughout the school closure.
- IEP meetings may continue to be held virtually. In-person meetings will not take place during a school closure.

Social-Emotional Needs

- Social-emotional support will be available to students at all levels provided by LCAS staff – Please go to our Website to sign up for a meeting with any of our counselors.
- Academic intervention support will be provided for students who qualify for support by a LCAS interventionist.

TECHNOLOGY SUPPORT

Distribution and Care:

This summer, parents and guardians were surveyed to determine which students were in need of a Chromebook device, or an Internet Connectivity Device should we need to go Remote for our learning. We have recorded your responses, and we have used them accordingly to develop a plan for distribution. Students who need a Chromebook device will be issued a device to utilize. We will also issue one Internet Connectivity Device per household for those that indicated this need for remote learning.

Timeline for device distribution will most likely be two days after we close. The day after students are sent home, staff members will package up their devices for distribution at our school buildings. These days and times will be announced via multiple communication mediums.

Support for Learning:

- If students are in immediate need of technology support, there are two places to direct inquiries and needs:
 - Email ***Helpdesk@lakecityschools.org***
 - Call your child's Office: 231.839.6600.

CHILD NUTRITION SERVICES

Below is a link for a Google Form that will allow for LCAS to plan ahead in the event of a School Closure of any length. We will be utilizing the same schedule for food pick-up and distribution as we did this past Spring - which was Monday and Thursday, 11:30am to 12:30pm.

If you know at this time that you will utilize this food program, please register here now. If at any time you need to be removed from the list or will not be picking up on certain days please let the LCAS Food Service team know. 839-6600 extension 3, or email lmcdonald@lakecitytrojans.org.

(If this is an electronic document: you can click on the address below and follow it to the Survey. You may also click on the QR flowcode below using your smartphone. If you are needing to enter this address in: please note that it is case-sensitive.

Click or Enter:

<https://forms.gle/7nfrDxYkBpFRvdDX9>

Scan:



CHILD CARE – ESSENTIAL WORKERS

Latchkey will continue to be provided during the event that the District would be required to go Remote for Essential Workers. Currently we are working to increase the number of students that State Licensing will allow. Students that are currently registered would retain their slots and any additional open slots will be filled on a first-come, first-served basis. Included is a daily schedule for students that includes their Virtual School Learning schedule. Registration and required paperwork must be turned in prior to attending.

- For Registration: Contact Director Jody Wade Email: llatchkey@lakecitytrojans.org
- Information can be located at www.lakecityschools.net under the Lake City Elementary tab.
- Students will receive Breakfast, Lunch and Snacks
- Students will be temperature checked and screened prior to entering the building.
- Cost \$3.25 per hour
- Hours: 6:30 AM- 6:00 PM

Please Note: In the event of a one-day shutdown Latchkey would not be provided due to Contact Tracing and Additional Cleaning etc.