



Dear Parent/Guardian(s):

I am writing to share additional information about our school's plan to offer both hybrid in-person learning and 100% virtual learning starting on January 4, 2021.

If you would like to request a change to your student's cohort (i.e. the days that your student attends in-person) please contact Mrs. Albin ([Albina@grps.org](mailto:Albina@grps.org)). If you would like to change your model selection (i.e. hybrid in-person vs 100% virtual) please use the following link <https://forms.gle/W7Jh4fskMpMnzv4CA>. A digital version of this link is also included in an email sent from school this week which also contains the *City and CFE Hybrid and Virtual Plan*. *The deadline for final changes is November 24 at 11:59 p.m.* If you have no changes, no further action is needed.

Included in this mailing is the *City and CFE Hybrid and Virtual Plan* which contains important information regarding implementation of the hybrid model. Please review it in its entirety as it contains important information regarding schedules and COVID safety protocols.

I would also like to invite you to join us for an optional virtual parent meeting on November 18<sup>th</sup> at 7p.m. in conjunction with the monthly PTSA meeting. The link will be distributed through the City High-Lights (weekly Friday newsletter) and through PTSA communication. At this meeting, we will discuss plan details and answer questions. The meeting will be recorded and emailed to parents as well as posted to our school webpage and social media.

For students eligible for transportation or The Rapid bus passes, information will be mailed the week of December 7. If you have transportation related questions, you may contact the Transportation Hotline at 616-819-6100.

Thank you for your continued patience, understanding, and support.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan T. Huppert".

Ryan T. Huppert, Principal of City High Middle and the Center for Economicology



# **City High Middle School & the Center for Economicology**

## Hybrid/In-person and Virtual Learning Plan



*The following information has been gathered with guidance from the Kent County Health Department and the Grand Rapids Public Schools. Much of the information is procedural and is included in order for the City High Middle School and CFE Staff to be transparent with our families with regard to establishing a safe and productive school setting. Our goal is to maintain the safety of our students and staff in order to provide the best possible learning environment and opportunity throughout the course of this pandemic. Our expectations for quality teaching and learning remain the same. We will continue to offer the IB and Economicology curricula to all students, and that commitment has been a driving force for solidifying the plans described throughout this document. The below information is subject to change in accordance with updated guidance and directives.*

## SCHEDULE DETAILS FOR HYBRID LEARNING PLAN

There are many complexities involved in planning for a hybrid schedule that allows for students to choose to return to in-person instruction or remain 100% virtual. We appreciate everyone's patience as we factor in these many aspects to create the best plan for our school and it's unique needs. We have been working to create a schedule for use during hybrid instruction that is prioritized around the following:

- Student and staff safety
- Continuity of instruction: integrity of IB/Economicology models, maintaining students' current schedules, teachers, and classes
- Optimal and equitable opportunities for engagement with teaching and learning

To that end, we are confident that we are arriving at a model that best allows for all of those priorities to be met. (It is possible that there may be changes/adjustments to this model as multi-stakeholder decisions are finalized by the district and health dept.)

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### Important aspects to note for **Center for Economicology (6th)**:

- Teachers and students would keep current classes/students/preps.
- Mr. Boosamra and Mrs. Phillips would rotate throughout the day allowing them to deliver lessons to both the Hybrid/In-person students that are on campus, as well as the Hybrid/In-person students that are off campus and the 100% virtual learners.
- Cameras with mics would be purchased for all teachers to use with laptop to enhance video-conferencing quality for students engaged virtually.
- All in-person students are divided into 2 Cohorts (A, M/T and B, Th/F) to determine days they attend in-person. In-person students attend synchronous lessons virtually on days when not in-person.
- 100% virtual students attend virtual lessons on Monday, Tuesday, Thursday, and Friday.
- District has required that synchronous learning times for students participating virtually be limited to 3-4 hours per day for screen time recommendations, hence the shorter virtual lessons.

## Weekly Overview for CFE (6th Grade)

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cohort A</b>	In-Person	In-Person	Potential for synch/asynch learning and/or office hours (TBD by district)	Virtually attend synchronous lessons followed by release time for work	
<b>Cohort B</b>	Virtually attend synchronous lessons followed by release time for work			In-Person	In-Person
<b>Virtual - Only</b>	Virtually attend synchronous lessons followed by release time for work			Virtually attend synchronous lessons followed by release time for work	

Monday/Tuesday Cohort A		Monday/Tuesday Cohort B and Virtual		Thursday/Friday Cohort B		Thursday/Friday Cohort A and Virtual	
<b>ELA</b>	8:15-9:15	<b>Science</b>	8:15-9:00*	<b>ELA</b>	8:15-9:15	<b>Science</b>	8:15-9:00*
<b>Math</b>	9:20-10:20	<b>Geography</b>	9:20-10:05*	<b>Math</b>	9:20-10:20	<b>Geography</b>	9:20-10:05*
<b>Geography</b>	10:25-11:25	<b>ELA</b>	10:25-11:10*	<b>Geography</b>	10:25-11:25	<b>ELA</b>	10:25-11:10*
<b>Lunch/Recess</b>				<b>Lunch/Recess</b>			
	11:30-12:30				11:30-12:30		
<b>Science</b>	12:35-1:35	<b>Math</b>	12:35-1:20*	<b>Science</b>	12:35-1:35	<b>Math</b>	12:35-1:20*
<b>Specials</b>	1:40-2:40	<b>Specials</b>	1:40-2:40*	<b>Specials</b>	1:40-2:40	<b>Specials</b>	1:40-2:40*

\*Virtual synchronous lessons are followed by asynchronous time for students: to work independently, ask for support from teachers, work in small groups, etc. Times denoted in the schedule above are subject to change.

## Important aspects to note for **City 7-12** Hybrid Learning Plan:

- Teachers and students would keep current classes/students and continuity of instruction.
- Some teachers will be working remotely due to personal and/or family related health concerns as approved by GRPS Human Resources. Teachers that are working remotely will keep their current class schedule and will live stream classes in accordance with the schedule below. Classrooms that do not have the classroom teacher present, will have another adult present to facilitate the classroom setting.
- All students would be present either virtually or in-person for all lessons each week.
- All teachers use video-conferencing while teaching in-person students to allow for all other students on their current class lists to attend via video-conferencing for a portion of every period.
- Cameras with mics would be purchased for all teachers to use with their laptops to enhance video-conferencing quality for students engaged virtually.
- All in-person students are divided into 2 Cohorts (A: M/T and B: Th/F) to determine days they attend in-person.
- On days when in-person students are at home, they attend lessons virtually via synchronous video-conferencing for 50% of each class period.
- 100% virtual students attend all lessons but are required to be synchronously engaged via video-conferencing for 50% of lessons. The other 50% of time would be release time built into each period for all students (in-person and virtually attending) to work on lesson assignments and get teacher support.
- All students attending virtually must log in and be present at the start of each class period.
- District has required that synchronous learning times for students participating virtually be limited to 3-4 hours per day for screen time recommendations, hence the 50% allowance for students when attending virtually.
- 50% synchronous time for students when attending virtually would be divided at teacher's discretion (i.e. sync for beginning with release time to work independently during remainder of lesson, or beginning and end, etc). This allows for built-in work time in every period for all students to complete assignments and receive support.
- For City 7-12, block scheduling would be in place to allow for longer passing times/breaks and to reduce the amount of movement and mixing of in-person students.
- Optional Zero Hour music classes for high school will run M/T and Th/F 7:00 a.m.-7:40 a.m. Instruction/attendance will follow the same hybrid schedule guidelines.
- Wednesday- Details for the mode of engagement and associated scheduling are still being finalized by the district with employee groups and will be shared as soon as able.

## Weekly Overview for City 7-12

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cohort A</b>	In-Person	In-Person	Potential for synch/async learning and/or office hours (TBD by District)	Virtually attend synchronous lessons for 50%	Virtually attend synchronous lessons for 50%
<b>Cohort B</b>	Virtually attend synchronous lessons for 50%	Virtually attend synchronous lessons for 50%		In-Person	In-Person
<b>Virtual - Only</b>	Virtually attend synchronous lessons for 50%	Virtually attend synchronous lessons for 50%		Virtually attend synchronous lessons for 50%	Virtually attend synchronous lessons for 50%

## Hourly Schedule for City 7-12

Monday	Tuesday	Thursday	Friday
<b>Zero Hr.</b> 7:00-7:44	<b>Zero Hr.</b> 7:00-7:44	<b>Zero Hr.</b> 7:00-7:44	<b>Zero Hr.</b> 7:00-7:44
<b>1<sup>st</sup></b> 8:00-9:28	<b>2<sup>nd</sup></b> 8:00-9:28	<b>1<sup>st</sup></b> 8:00-9:28	<b>2<sup>nd</sup></b> 8:00-9:28
<b>3<sup>rd</sup></b> 9:36- 11:04	<b>4<sup>th</sup></b> 9:36- 11:04	<b>3<sup>rd</sup></b> 9:36- 11:04	<b>4<sup>th</sup></b> 9:36- 11:04
<b>Lunch A</b> 11:04-11:29	<b>Lunch A</b> 11:04-11:29	<b>Lunch A</b> 11:04-11:29	<b>Lunch A</b> 11:04-11:29
<b>5<sup>th</sup></b> 11:37-1:05	<b>6<sup>th</sup></b> 11:37-1:05	<b>5<sup>th</sup></b> 11:37-1:05	<b>6<sup>th</sup></b> 11:37-1:05
<b>5<sup>th</sup></b> 11:12-12:40	<b>6<sup>th</sup></b> 11:12-12:40	<b>5<sup>th</sup></b> 11:12-12:40	<b>6<sup>th</sup></b> 11:12-12:40
<b>Lunch B</b> 12:40-1:05	<b>Lunch B</b> 12:40-1:05	<b>Lunch B</b> 12:40-1:05	<b>Lunch B</b> 12:40-1:05
<b>7<sup>th</sup></b> 1:13-2:41	<b>8<sup>th</sup></b> 1:13-2:41	<b>7<sup>th</sup></b> 1:13-2:41	<b>8<sup>th</sup></b> 1:13-2:41

## City 7-12: Lunch A/B Designation

Students will be designated either Lunch A or Lunch B based on their 5/6th hour teacher. See charts below for even numbered class days (M/Th) and odd numbered class (T/F) days:

<b>Monday/Thursday Lunch Schedule (Blocks 1, 3, 5, 7)</b> - Students will attend lunch based on their 5th hour teacher, which are sorted and listed below.			
<b><u>Lunch A</u></b>		<b><u>Lunch B</u></b>	
Beckwith	Jeroudi	Bentley	Tindall
Boggs	Lovell	Emperor	Travis
Brown	Mapes	Graff	Tweedale
Burke	Rizley	Hillman	VandeGevel
Byrnes	Schreur	Korienek	Vecziedins
Castillo	Stachura	Martinez	Vogl
Donohue-Jackson	Tu	McCumber-Austin	Whittle
Droski	VanGoor	Miller	Wierda
Fillenworth	VanTil	Thane	Williams

<b>Tuesday/Friday Lunch Schedule (Blocks 2, 4, 6, 8)</b> - Students will attend lunch based on their 6th hour teacher, which are sorted and listed below.			
<b><u>Lunch A</u></b>		<b><u>Lunch B</u></b>	
Anderson	Mapes	Alexander	Martinez
Brown	McCumber-Austin	Beckwith	Thane
Burke	Rizley	Bentley	Tindall
Donohue-Jackson	Schreur	Boggs	Tweedale
Droski	Stachura	Byrnes	VandeGevel
Ezekiel	Tu	Emperor	Vogl
Fillenworth	VanGoor	Graff	Whittle
Hillman	Vecziedins	Jeroudi	Wierda
Lovell	Williams	Korienek	

## COHORT LOGISTICS & DETAILS

**In-Person Cohorts:** In-person cohort designations will be based on the alphabet.

- Cohort A: Last name A-L Monday/Tuesday
- Cohort B: Last name M-Z Thursday/Friday
- **Extenuating circumstance for assigning cohort**

All students that are returning to in-person learning will be automatically placed in a cohort by last name as stated above. If students are updating their instructional model selection and need to request a cohort change, families will be asked to email

AlbinA@grps.org with the request by 11/24 @11:59 p.m.

### **Final decision for hybrid/in-person vs. 100% virtual**

The final deadline for submitting a student's choice for in-person vs. virtual is due November 24, 2020, at 11:59 p.m. You do not have to submit a form if you are not changing your selection from your last submitted decision/placement. Please use the following link if you are making a change- [Final Instructional Model Selection](#).

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## SCHOOL DAY PROCEDURES AND COVID SAFETY PROTOCOLS

**COVID Safety Measures and Accommodations:** *All protocols and procedures are in place to limit exposure and keep all students and staff safe!*

**COVID Screener-** Students will be asked to monitor themselves for symptoms and take their temperatures daily before attending school.

**COVID Guidance to Schools/Families from Spectrum Health** - Spectrum Health created these videos and resources with back to school tips/info related to general COVID information, spread of germs, handwashing, illness processes, and mask wearing. Please review it contains many links within it on a variety of important topics to help us all stay safe! <https://www.spectrumhealth.org/covid19/school-resources>

**Masks** - In-person students and staff are required to wear masks at all times when on school property, as determined by the district. Please refer to the following link for guidance on appropriate types of masks and recommended usage.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Please note that gaiters, bandanas, mesh masks, and masks that contain a vent or exhalation valve are not permitted for use within the Grand Rapids Public Schools.

**Sanitation/Cleaning Protocol-** Hand sanitizer and disinfectant wipes will be provided in each classroom. Students will be asked to use hand sanitizer when entering and exiting classrooms. Students will wipe down their individual desk/areas before leaving the classroom.



**Covid-19 Guidance-** The Kent County Health Department in conjunction with CDC guidelines has put out extensive information on the steps schools must take in regards to Covid-19. This includes what happens if/when a positive case in students or staff is identified within a building. GRPS and City High Middle will be following the protocols for contact tracing, quarantine and other safety protocols as shared by the KCHD. More information on these processes can be found [here](#).

**Arrival and Breakfast-** In-person students will be allowed to enter the building at 7:45 a.m. at the student entrance near the cafeteria. Students who partake in breakfast will be able to sit in the cafeteria and eat at predetermined socially distant seating. Students who do not eat school-provided breakfast will maintain social distance guidelines in the foyer and other designated areas.

**Moving Throughout the School-** When applicable/needed, stairwells and hallways will be designated as “up/down only” or “one-way” or will be split with lanes to allow for maximum distancing. Arrows and signage will be used to mark them as such throughout the school.

**Lockers-** In-person students will be assigned individual lockers. Lockers will be spaced out as far as possible in accordance with demand with a goal of adhering to the 6’ guidelines. Processing locker assignments will happen the first two weeks of school.

**Lunch-** There will be two CHMS lunch periods and 1 CFE lunch period to accommodate all in-person students. Lunches will be held in the cafeteria. Seating and table arrangements will be predetermined and marked to follow the social distance guidelines and the 6’ rule. Students will be expected to stay in their seats during the entire lunch period. When weather allows, students will have access to adjacent outdoor area.

**Passing time-** In-person students will have 8 minutes for passing between classes, which is an increase from the traditional 5 minute passing time. This will allow time for students to follow the designated routes in hallways/stairwells with time for lockers/restrooms and allow time for teachers to sanitize the classroom between periods.

**Uniforms-** The district policy on uniforms/dress code remains in place as before the pandemic.

**Classroom seating and movement-** Classrooms will be arranged in a way that allow for the recommended 6 feet of space for social distancing. Classrooms will be at 50% capacity max when students are in person. Student and teacher movement around the room will be limited to ensure that social distancing guidelines are met.

**Classroom lesson materials management-** In-person students will be utilizing their technology to complete and submit assignments. There will be limited materials exchanged in the classroom to avoid unnecessary contact between individuals.

**Drinking Fountains/Water-** It is recommended that in-person students bring their own water bottles to school. Drinking fountains will be closed, however the filtered water bottle refill stations will be available for student and staff use.

**Dismissal-** In-person students are expected to exit the building at the end of the day. No students should be in the building after 2:50 p.m. Please make sure all transportation plans for your student are in place. Students that are remaining on campus for athletic events should work with their coaches to arrange supervision until practice/games begin. Student athletes will be asked to remain in the gym concourse area after dismissal, as the academic wing will be closed for cleaning.

**Attendance procedures-** All students are expected to attend scheduled classes, either virtual or in-person. If your student is not able to attend (in-person or virtual), please contact the attendance office, 616-819-2381. If your in-person student cannot attend class physically, but is still able to participate virtually, their attendance may still count. However, we ask that you still call the attendance office to report their physical absence.

**Busing** - The transportation department is assigning buses to routes based on cohorts. Seating will be assigned. The district will be sending letters with busing information after October 16.

**ID and Wave Cards** - Student IDs will be created for in-person students, and Wave Cards will be issued to in-person students during the first few weeks of school.

**Technology** - In-person students are expected to bring their loaned GRPS computers to each class and back home when they leave the building. The district is working on distributing carrying cases to protect the hardware. In-person students will be working on assignments via internet platforms, as the exchange of materials, i.e. papers, books, etc. will be limited.

*If you have any issues with the currently assigned technology, please contact technical support at 616-301-1111.*

**Extracurriculars** - At this time there are no extracurricular activities, outside approved GRPS sports and school-sponsored activities to occur in-person. However, virtually held activities may continue to occur as they have been during distance learning. This includes field trips, after school clubs, or any school held events, including Work Zone. More work time has been built into all classes after synchronous learning occurs to accommodate for student support.

**Conferences** - Conferences will be held virtually November 18th and 19th. City is currently working through a sign up process in order for families to reserve a time to meet with teachers. Please use the following link to sign up- [2020 Fall Conference Sign Up](#)

# CONTACT INFORMATION

**School office phone number:** (616) 819-2380

## **Administration**

Principal | Ryan Huppert, [huppertr@grps.org](mailto:huppertr@grps.org)

Assistant Principal | Charlie VanderVliet, [vandervlietc@grps.org](mailto:vandervlietc@grps.org)

Administrator, School Improvement | Christie Modzeleski, [modzeleskic@grps.org](mailto:modzeleskic@grps.org)

Administrator, IB Coordinator | Jesse Antuma, [antumai@grps.org](mailto:antumai@grps.org)

Head Secretary | Alesia Albin, [albina@grps.org](mailto:albina@grps.org)

## **Counseling and student support**

Grades CFE/7/8 | Angelina Coulson, [coulsona@grps.org](mailto:coulsona@grps.org)

Grades 9/10 | Ashley Covington, [covingtona@grps.org](mailto:covingtona@grps.org)

Grades 11/12 | Danielle Ralston, [ralstond@grps.org](mailto:ralstond@grps.org)

Youth Advocate | Trevor Brace, [bracet@grps.org](mailto:bracet@grps.org)