Portage Public Schools will fulfill our goal of academic success for all students by providing an equitable, safe, and flexible learning environment mindful of social and emotional well-being for the entire school community. Elementary (Y5-5) families will have the opportunity to choose an option that best suits their student’s needs. At the secondary level (6-12), students will access their instruction virtually with the choice of in-building support for those who desire it. We recognize your need for this information as soon as possible in order to aid you in your planning for the 2020-2021 school year. More information regarding the start of school and how to make your choice is forthcoming.

### Michigan Phase 4 Instructional Model - Through September 30

#### Young 5- Fifth Grade

**CHOICE 1: FACE-TO-FACE**
- Students attend Monday thru Thursday, with Fridays being at home learning
- Complete PPS Curriculum with instruction provided by PPS Teachers
- Implement health practices and protocols to keep students, families, and staff safe
- Grouping by classes during instructional day

**CHOICE 2: PORTAGE VIRTUAL**
- Full-time virtual learning
- Complete PPS Curriculum with instruction provided by PPS Teachers
- Maintain strong connection and affiliation with PPS assigned elementary school
- Student remains enrolled in PPS and connected to grade level peers through online collaboration

#### Sixth Grade - Twelfth Grade

**FOUNDATIONAL PROGRAM: PORTAGE VIRTUAL**
- Full-time virtual learning
- Live lessons and teacher directed work Monday-Thursday
- Time to complete assigned work independently on Friday
- Complete PPS Curriculum with instruction provided by PPS Teachers
- Virtual learning follows school bell schedule
- Access to PPS extracurricular activities

**CHOICE: IN-BUILDING SUPPORT**
- Students have the choice to be in the school building while participating in virtual instruction Monday through Thursday.
- Supports for academic and social-emotional needs.

**Available for all students**
- Teacher provided through the county
- Michigan Virtual (6-12) and Lincoln Learning (Y5-5) Virtual Curriculum
- Access to PPS extracurricular activities

**Alternative Choice for YS-12th : COUNTY VIRTUAL (KVIC)**
## HEALTH & WELLNESS

- **Social and Emotional Health** will be supported throughout the school environment
- **Kalamazoo Health Department** consistent communication with building contact
- **Masks** will be worn by staff & students, except when eating or during scheduled mask breaks or medically unable to tolerate as designated by a doctor. Masks will be readily available
- **At-home self-screening** with reporting of symptoms & positive cases
- **Staff trained** in protocols for students exhibiting signs
- **Protocol** for picking up student if symptoms are displayed and steps to return
- **Quarantine space** (separate to health room) with properly trained staff as part of the pick up protocol
- **Distancing** to extent possible
- **No gatherings** of multiple classes or assemblies
- **Handwashing** scheduled throughout the day
- **Cleaning** of high-touch surfaces every four hours and during transitions
- **Cleaning** of specials classrooms after each class visit
- **Outside visitors** prohibited

## CURRICULUM & INSTRUCTION

- **Complete high quality PPS curriculum** based on Michigan standards
- **Portage teachers** provide instruction
- **Daily Schedule** will resemble a traditional elementary day
- **Quality instructional strategies** used to engage students and advance learning
- **Attendance** is required and monitored
- **Assessment** of student work with timely and constructive feedback given
- **Technology tools and resources** provided to support instruction
- **Adherence** to IEPs, 504s, EL services, along with tiered support for all students
- **Specials/Encore classes** will be provided with PE being outdoors to the extent possible

## TRANSPORTATION

- **Masks** will be required for students and staff on the bus
- **Hand sanitizer** used before entering the bus (provided)
- **Intensify** cleaning and safety protocols
- **Distancing** at pick-up, travel time, and drop-off

## LUNCH & RECESS

- **Lunch** served in the classroom
- **Recess** on the playground in assigned areas per class
- **Allergy** protocols in classrooms as needed
- **Supervisor** assigned to each classroom during lunch and recess time

## COMMUNICATION

- **Skyward** Student Information System
- **Google** Classroom Platform
- **Emails** responded to within 24 hours
- **Phone calls or Google Meet** calls as the need arises
Portage Public Schools

ELEMENTARY HIGHLIGHTS

CHOICE 2: ELEMENTARY VIRTUAL COHORT

Students attend school virtually, Monday thru Thursday; Fridays virtual independent learning time

CURRICULUM & INSTRUCTION

- Complete high quality PPS curriculum based on Michigan standards
- Portage teachers design and provide instruction and monitor student progress
- Quality instructional strategies used to engage students and advance learning during live instruction
- Attendance for live instruction is required and monitored
- Assessment of student work with timely and constructive feedback given
- Peer-to-peer interaction and collaboration to support learning and social-emotional health
- Technology tools and resources provided to support instruction
- Adherence to IEPs, 504s, EL services, along with tiered support for all students
- Specials/Encore classes will be provided

LUNCH

- Food service available

Technology & Access

- Electronic device required
- Internet access needed
- Devices available through PPS, if needed

Sample Draft Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:35-9:00</td>
<td>Morning Meeting</td>
<td>Live</td>
</tr>
<tr>
<td>9:00-10:30</td>
<td>Core Academics AM Session</td>
<td>Live and Independent</td>
</tr>
<tr>
<td>10:30-11:30</td>
<td>Intervention/Specials/Projects</td>
<td>Live and Independent</td>
</tr>
<tr>
<td>11:30-12:30</td>
<td>Lunch &amp; Active Movement</td>
<td>Independent</td>
</tr>
<tr>
<td>12:30-1:30</td>
<td>Core Academics PM Session</td>
<td>Live and Independent</td>
</tr>
<tr>
<td>1:30-2:30</td>
<td>Intervention/ Specials/ Projects</td>
<td>Live and Independent</td>
</tr>
<tr>
<td>2:30-3:00</td>
<td>Closing Circle/Daily Wrapping Up</td>
<td>Live</td>
</tr>
<tr>
<td>3:00-3:40</td>
<td>Family Support Check in Time</td>
<td>Live</td>
</tr>
</tbody>
</table>

COMMUNICATION

- Skyward Student Information System
- Google Classroom Platform
- Emails responded to within 24 hours
- Teacher-to-student/parent meetings as needed
- Phone Calls/ Google Meet Calls as needed
Students attend school virtually with Face-To-Face Support Available for All, Monday thru Thursday; Independent At-Home Learning, Friday

**Arrival 7:40 & Dismissal 2:40**

### Curriculum & Instruction
- **Complete high quality PPS curriculum** based on Michigan standards
- **Portage teachers** design and provide instruction and monitor student progress
- **Quality instructional strategies** used to engage students and advance learning during live instruction
- **Attendance** for live instruction is required and reported as normal
- **Assessment** of student work with timely and constructive feedback given
- **Peer-to-peer interaction and collaboration** to support learning and social-emotional health
- **Technology tools and resources** provided to support instruction
- **Adherence** to IEPs, 504s, EL services, along with tiered support for all students
- **Encore Courses / Media Center Services** will be provided as possible

### Communication
- **Skyward** Student Information System
- **Google Classroom Platform**
- **Emails** responded to within 24 hours
- **Teacher-to-student/parent** meetings as needed
- **Phone Calls/Google Meet Calls** as needed

### Lunch
- **Food** service available

### Daily Schedule
- **Arrival at 7:40 am & Dismissal at 2:40 pm**
- In-building support schedule may be unique
- Follows a bell schedule

### Health & Wellness
- **Social and Emotional Health** will be supported throughout the school environment
- **Kalamazoo Health Department** consistent communication with building contact
- **Masks** will be worn by staff & students, except when eating or during scheduled mask breaks
- **At-home self-screening** with reporting of symptoms & positive cases
- **Staff trained** in protocols for students exhibiting signs

### In-Building Support Details
- **Social and Emotional Health** will be supported throughout the school environment
- **Kalamazoo Health Department** consistent communication with building contact
- **Masks** will be required for students and staff on the bus
- **Hand sanitizer** used before entering the bus (provided)
- **Intensify** cleaning and safety protocols
- **Distancing** at pick-up, travel time, and drop-off

### Transportation
- **Lunch**
  - Lunch served in cohorts
Portage Public Schools  COUNTY HIGHLIGHTS

CHOICE: KVIC COUNTY VIRTUAL

Students attend school virtually, according to their program courses, Monday thru Friday

CURRICULUM & INSTRUCTION

- **Lincoln Learning Curriculum (Y5-5)** based on Michigan standards with up to 40 students per class
- **Michigan Virtual Curriculum (6-12)** based on Michigan standards with up to 200 students per class
- **County teachers** provide instruction and monitor student progress
- **Quality instructional strategies** used to engage students and advance learning during live instruction
- **Attendance** is required and monitored
- **Technology tools and resources** provided to support instruction
- **Adherence** to IEPs, 504s, EL services, provided by PPS staff member
- **Specials/Encore classes** are available

COMMUNICATION

- **Student Information System**
- **Welcome Letter**
- **Class Announcements**
- **Individualized Communications**
- **County** teacher and PPS mentor

Technology & Access

- **Electronic** device required
- **Internet** access needed
- **Devices** available through PPS, if needed

LUNCH

- **Food** service available

Daily Schedule

- **Schedule** determined by Lincoln Learning (Y5-5) or Michigan Virtual (6-12)