



Holton Public Schools

“Rooted in Community, Reaching for Excellence, Ready for the Future”

Elementary Office – (231) 821-1825 • Middle School Office – (231) 821-1775
High School Office – (231) 821-1725 • Athletic Office – (231) 821-1930

April 15, 2020 - 12PM

Dear Holton Families:

I hope you all are safe and well. This week, we finalized our plans for remote learning for the remainder of the school year. In this letter, I will be sharing information with you about our general plans as a district. Specific communication will be coming from your child’s teachers and principal regarding schedules, how to access learning materials, and the process for learning feedback at this time. Should you have questions at any time please do not hesitate to reach out to a teacher, principal, or other staff member.

District Learning Plans:

The District submitted our Continuity of Learning Plan to the Muskegon Area Intermediate School District for approval as dictated by Governor’s Executive Order 2020-35. The plan meets all of the required elements for continued learning including a plan for food service, mental health, and supplemental learning. You can find our Continuity of Learning Plan by visiting www.holtonschools.com/downloads/administration/col_-_holton.pdf. This plan will begin implementation on Monday, April 20, 2020. We recognize that not all of our students and families have access to devices and/or the internet. We will be providing hard paper copies for those families who do not have devices or the internet. More information about accessing technology resources is below. This district plan gives the general parameters with how Holton Public Schools plans to stay connected with students during the building closure. Teachers have developed more specific details to implement this plan.

Elementary School Learning Plan:

Elementary teachers will be sharing details with students and families very soon. Teachers will be adhering to a schedule similar to this:

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention	Daily learning time can include:
Pre-K	20 minutes per day	60 minutes per day	3-5 minutes	Early Literacy Early Numeracy Imaginative play Creative arts music and movement Outdoor exploration Exercise Fine/gross motor activities (click for suggested schedule)



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Kdg	30 minutes per day	90 minutes per day	3-5 minutes	Reading, Writing, Math Science or Social Studies Content Online work Handouts or other learning activities Outdoor Play/Exercise, Art, Music, Social-Emotional Learning, Career Exploration (click for recommended time guidelines) (click for additional sample schedules)
1-2	45 minutes per day	90 minutes per day	5-10 minutes	
3-5	60 minutes per day	120 minutes per day	10-15 minutes	

**Class is defined as a combination of instruction and worktime either with tech or without.*

[“Kids and Teachers Don’t Need to be Spending Eight Hours a Day on Schoolwork Right Now”, H. Hudson, 2020](#)

Middle School Learning Plan:

Middle School teachers will be sharing details with students and families very soon. Teachers will be adhering to a schedule similar to this:

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class

Middle School (sample schedule)				
Monday	Tuesday	Wednesday	Thursday	Friday
30 min Science 30 min ELA	30 min SS 30 min Math	30 min Elective 30 min Elective	Advisory Time	30 min Office Hours 30 min Office Hours

**Class is defined as a combination of instruction and worktime either with technology or without.*

**Any middle school student in a high school class needs to follow the hs class expectations.*

[“Kids and Teachers Don’t Need to be Spending Eight Hours a Day on Schoolwork Right Now”, H. Hudson, 2020](#)

High School Learning Plan:



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High School teachers will be sharing details with students and families very soon. Teachers will be adhering to a schedule similar to this:

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
9-12	Class: 30 minutes/day Total: 60 minutes/day	Class: 60 minutes/day Total: 120 minutes/day	1 subject area or class

High School (sample schedule)				
Monday	Tuesday	Wednesday	Thursday	Friday
30 min Science 30 min ELA	30 min SS 30 min Math	30 min Electives 30 min Elective	Advisory	30 min Office Hours 30 min Office Hours

**Class is defined as a combination of instruction and worktime either with technology or without.*

[“Kids and Teachers Don’t Need to be Spending Eight Hours a Day on Schoolwork Right Now”. H. Hudson, 2020](#)

Building Offices:

Our building secretaries will be periodically in the offices to process mail, answer phone calls, and help connect instructional resources to students. You are able to call the building offices or email secretaries for support as we implement our continued learning plan. Offices are not open to the public. Per the executive order, should any materials need to be picked up, the materials can only be picked up by a parent/guardian. In an effort to keep everyone as safe as possible, we will develop a process to connect items from lockers, instructional materials, and other items by delivering those to your car.

Lockers:

We have developed a process for collecting items from your lockers. All items from lockers will be bagged for individual students and ready for pick up with the following schedule:

Date	8AM-11AM	8AM-11AM	12PM-2PM
Monday, April 20	12th Grade	5th Grade	11th Grade
Tuesday, April 21	10th Grade	4th Grade	9th Grade
Wednesday, April 22	8th Grade	3th Grade	TK and K
Thursday, April 23	7th Grade	2rd Grade	Open Pick Up
Friday, April 24	6th Grade	1st Grade	Open Pick Up



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To pick up the items, you will pull your vehicle to the curb and give your child's name to the staff member outside, they will notify the office, then your child's locker will be cleared, bagged, and brought to your car. We know there may be personal items that are not in the lockers. We are still working on a plan to connect you with those items.

Building Access:

Building access is granted to our staff only if necessary to implement our learning and food service plans. The district facilities are closed to everyone else per the executive order. No students should access the buildings at any time. No student should pick up any instructional materials. Only parents/guardians are authorized to pick up instructional materials when scheduled to do so with your building principals. Thank you for your efforts to stay home and stay safe! This helps all of our staff stay safe too!

Technology Resources:

We have recently surveyed all of our families to assess access to devices and the internet. For those of you with devices and internet access, teachers will be working with students virtually. For those without devices, we have a limited amount of Chromebooks available for students to checkout. Those without a device will be given priority.

Devices and Technology Needs:

To check out a Chromebook, please fill out this form: <https://forms.gle/RVKzVcXmhpSkeKiJ9>. With this form you are also able to request a Chromebook charger, repair, or other technology need.

WiFi Access:

We have added WiFi access to the MS/HS parking lot off of Syers Road. You are able to access the internet from your vehicle. Please adhere to the social distancing guidelines while you are in the parking lot. Cedar Creek Township Hall has also added Wifi to their parking lot. Students may access Cedar Creek Wifi by selecting CC Guest 2.4 or CC Guest 5 the password is homework.

We know there are still more questions that need to be answered. We are working to answer these as quickly as we can. If you have any questions, please visit

www.holtonschools.com/downloads/administration/holton_community_-_question_and_answer_1.pdf to see Frequently Asked Questions and Answers. We will continue to work to update this document as questions come up.

Thank you for your continued support. We will get through this!

Respectfully,

Dr. Adam Bayne
Superintendent