

Michael J. Travis
PRINCIPAL

Luke Johnson
ASSISTANT PRINCIPAL

James Standerfer
ATHLETIC DIRECTOR

ELK RAPIDS HIGH SCHOOL



Samantha Bueby
GUIDANCE COUNSELOR

Jann Scalise
AT-RISK COUNSELOR

Lacey Straight
ADMINISTRATIVE ASST.

Kelli Poutanen
ADMINISTRATIVE ASST.

WHERE EXCELLENCE IS A TRADITION!

August 17, 2020

Dear Elk Rapids High School Students:

Welcome to the 2020 – 2021 school year – Go Elks!

I hope that you are having an enjoyable, adventure-filled summer, spending time with family and friends outdoors. It has certainly been an interesting and challenging time for everyone over the last six months and moving forward there will be many challenges and sacrifices that we'll have to work through together. The Elk Herd is intelligent, resilient, and persistent and we have a great capacity to pull together and take care of each other, so no doubt we will persevere and thrive. Despite our present set of circumstances, I miss seeing all of you and look forward to seeing students and teachers in the building next month. As I begin my 25th year as an educator and 21st year as a principal, I still feel a sense of excitement as the school year starts every fall! I hope you feel this way also. Based on survey data, we anticipate that the vast majority of students will return to the traditional classroom for Face-to-Face learning, but we also recognize that some students will choose the 100% Virtual Learning Option. Regardless of what learning choice you and your family chooses, you are an Elk and we will do our best to serve you and advance your learning. The enrollment window for those students choosing the Virtual Learning Option is August 24-31. Please contact Ms. Bueby at sbueby@erschools.com if you are interested in this option.

Staff Changes: We have a couple new staff members joining us this year. We can't wait for you to meet them. They are as follows:

- Ms. Ashley Nowak, Special Education Teacher, replacing Ms. Zbytowski.
- Mr. Luke Johnson, Health Teacher, replacing Mr. VanderPloeg who retired.
- Mr/s. TBD, At-Risk Paraprofessional, replacing Ms. Goodman.
- Ms. Shauna Phillips, Sunrise Academy Paraprofessional, replacing Ms. Bell.

Schedules & Changes: Student Schedules will be available through PowerSchool beginning August 28th. Hard copies can be obtained in the main high school office beginning September 1st. Mrs. Bueby will email all families when student schedules are available and will include a copy of the Master Schedule. Elk Rapids High School is fortunate to have many different course options; however, options sometimes come with difficult choices. You may need to speak with Mrs. Bueby to make a decision about a schedule change. Schedule change requests can be submitted through email only after a student has examined the Master Schedule and figured out a solution for a course they would like replaced in their schedule. Due to the expected large amount of emails, schedule change requests submitted through email without a possible solution offered will be addressed last.

If a student cannot find a solution themselves, and would like to meet with Mrs. Bueby, there will be meetings available by grade level in her office beginning August 31st. Please use this link to schedule an appointment for the appropriate grade level: [Mrs. Bueby's Calendar](#)

→ Click on an available time slot during the week of August 31 to book an appointment.

Please note that schedule change requests for the purposes of changing your lunch period, hour or teacher preference, or scheduling courses with friends is not an acceptable reason for a schedule change and will be denied. The **normal drop and add period is just before or after school and during lunch hours on September 8, 9, 10, and 11. You must be in class during class hours if you have a class in your schedule in PowerSchool.**

Seniors: Transcripts, College Applications and Scholarships: Senior students and parents please start college applications now and note due dates. *October* is officially *College Application Month!* Some applications are free during October. See Mrs. Bueby for a list. Transcripts are ordered by students online for electronic delivery to colleges, universities, athletic and scholarship organizations. To order transcripts: [Transcript Ordering](#). To view Scholarships: [Scholarship Information](#).

Student Guidance information for all grades is available here: [ERHS & Sunrise Academy Counseling](#)

Advanced Placement (AP): Currently 12 AP courses are offered at ERHS in every core area. AP courses, with the corresponding end of course AP Exam, allows our students access to College Board approved curriculum and the chance to earn college credit right here in the building. The current offerings include AP Calculus, AP Statistics, AP Chemistry, AP Environmental Science, AP Language & Composition, AP Literature & Composition, AP Psychology, AP U.S. History, AP U.S. Government and Politics, AP World History, AP Computer Science Principles, as well as AP Computer Science A offered through an independent study. Since the PSAT/SAT tests and the AP Exams are both College Board products, the alignment and familiarity of these materials and curriculum gives many of our students an advantage when it comes to taking the college entrance tests. Students in 10th, 11th, and 12th grade with above average work ethic, subject area grades (B/3.00 GPA or higher), standardized test scores, and teacher recommendation are encouraged to consider signing up for appropriate AP courses. To learn more about AP go to <https://apstudents.collegeboard.org/what-is-ap>. In addition to Advanced Placement, on and off campus dual enrollment options are available. More detailed information regarding dual enrollment and early college opportunities can be obtained from Mrs. Bueby in the Counseling Office.

PSAT/NMSQT and SAT testing this FALL: Testing for Juniors (PSAT/NMSQT) and Seniors (SAT) will take place on October 14th. Students do not need to sign up for the exams - they will be offered for free at school. More detailed information on what to expect will be shared as we get closer to the testing date. At this time we are not planning to administer the PSAT to freshmen or sophomores this fall. If that changes, we will let you know.

1-to-1 Technology: We are excited to again be providing HP Chromebook laptops for every student. Returning students will be reissued the same device from last year. These powerful devices have internal storage capacity and with a fixed keyboard allow high school students to more easily create collegiate level papers, projects, and presentations as well as take state mandated computerized assessments. Technology in the classrooms allows all students to mirror their Chromebook displays on a big screen. The Chromebook is also an essential tool to engage with teachers and students when in a remote learning environment and/or to access a virtual learning platform.

Chromebook Pick-Up: Ms. Zatkovic will be available from 10:00am-2:00pm in Room 113 at ERHS on August 26th, 27th, and September 3rd to distribute Chromebooks. Chromebook pickup will be conducted through the Room 113 window for "walk-up service" so that students and parents do not need to enter the building. You will receive additional communication in the near future from Ms. Zatkovic that will explain the process for picking up your HP Chromebook. For the 2020-2021 school year, students and parents will need to sign and return a new HP Chromebook User Agreement/Acceptable Use Policy and the annual \$20 usage fee prior to receiving the laptop. Students will not receive an HP Chromebook until all forms are properly completed and signed by the student and parent(s) and the small usage fee is paid.

School Day Format: The school day will **start at 7:45am** and **end at 2:37pm** (See attached daily schedule and annual calendar). Students will continue to have 6 periods (classes). However, in order to give teachers and students a little additional time to sanitize hands and surfaces, the periods have been reduced from 60 to 59 minutes each and the passing periods have expanded from 4 to 5 minutes. As circumstances warrant, we may

additionally adjust the length of passing periods and lunch periods. We are proud to continue to offer our students stellar core offerings as well as Advanced Placement, dual enrollment, online courses, and an array of general electives in all subject areas. A semester course is equal to 0.50 credit. Therefore earning credit in all 6 courses each semester will result in a total of 6.0 credits earned per year. Students need 22.0 credits to graduate.

Student-Parent Open House is tentatively scheduled for Tuesday, September 8th, from 5:30-7:30PM at ERHS. **HOWEVER, the date, time, and location/format of the Open House/Orientation is subject to change as planning is still underway and virtual options are being considered. Despite any changes, we strongly encourage all incoming 9th graders and new students to attend with their parents.** The program is packed full of information regarding high school expectations and what will prove to be the most exciting years of your/your student's educational experience. Additional information will be distributed in advance and we will update you when plans are finalized.

Cafeteria/Food Service: Parents are encouraged to make deposits into student lunch accounts before school begins. Making account deposits in advance greatly reduces long lunch lines during the first two weeks. **The standard lunch price** for students is **\$3.05** for this year. The reduced student rate remains at **\$0.40**. Mr. Payne will be instituting a number of changes to the serving areas to improve safety. There will no longer be self-serve salad and entrée bars. The previous self-serve format will be replaced with a combination of entrée serving by food service workers and ready-made individually packaged entrées that students hand select. **Lunch Assignments:** As always there are two 30-minute lunch periods each day. Student lunch assignments are based on 4th period instructors and will be posted outside the Principals' Office and communicated in advance.

Enclosed you will find the **Free and Reduced Price School Meals Family Application**, which is also available online at mylunchapp.com. PLEASE COMPLETE this application if you even suspect that your children may qualify for free or reduced-price lunches. Whether they partake in the lunch program or not, accurately reporting our Free and Reduced Lunch population is critical for school funding and assessment purposes. This information is strictly confidential, and no one in the lunch line can tell if your child is receiving this benefit. All siblings MUST BE entered on the same form. **If you have questions regarding the food service program or need assistance completing the lunch application, Please contact Chartwells Food Service Director, Rob Payne at rpayne@erschools.com or 231.264.6077 for questions and assistance. Completed applications can be mailed directly to Rob Payne, Food Service Department at 707 E. Third Street, Elk Rapids, MI 49629 OR returned personally to Ms. Lacey Straight in the ERHS Principal's Office.**

The COVID-19 Related Changes for this year as indicated below are essential to the safety of students, staff, and families and will be required for students, staff, and building visitors:

- **MASKS REQUIRED:** All students, staff, and building visitors must wear an approved mask at all times unless specified circumstances detailed below dictate otherwise. Students, staff, and visitors may NOT enter the building without an approved mask. Neck gaiters/fleeces, bandanas, or masks with exhalation vents or valves are NOT approved masks and may not be worn by students, staff, and visitors at ERHS and Sunrise Academy. The findings and recommendations of the CDC [CDC: About Masks](#) and a recent Duke University [Face Mask Efficacy Study](#) indicate that these types of face coverings are very ineffective at filtering expelled droplets.
- **MASKS PROVIDED:** Two approved washable masks will be provided to all ERHS and Sunrise students. More information regarding mask expectations will be shared at a later time. Weather permitting, teachers will provide periodic "mask breaks" outside where social distancing can be accomplished.
- **PARENTS and VISITORS** are encouraged to avoid entering the school building whenever possible and to conduct essential business via phone, email, or video applications. After class begins at 7:45 am, all entrances will be locked. Between 7:45 am and 2:37 pm students, staff, and visitors will be required to enter through the secure entrance by the Principal's Office which will require a secretary to "buzz" you in.
- **SCREENING:** If parents and visitors must enter the building, they are expected to self-screen for symptoms using the provided questionnaire at the secure entrance. Parents are expected to assist their high school students in self-screening each morning before coming to school. School Staff will conduct self-screening each morning prior to arrival using a web-based system. Anyone that cannot answer "NO" to all of the

screen questions should not enter the building. Additional information on screening protocols will be shared later and more details can be found in the [COVID-19 Parent & Teacher Toolkit](#).

- **SEATING CHARTS:** All students will have required seating charts in every classroom, in the cafeteria, and on the school bus. Seating charts will change for semester two. Per the Health Department of Northwest Michigan, this is essential for minimizing exposure risks and to aid in effective contact tracing.
- **GROUP LEARNING:** Teachers will determine semester seating charts for each classroom, including predetermined lab partners or cooperative groups. Student lab partners and cooperative groups will NOT exceed 4 students and will remain the same for an entire semester.
- **CAFETERIA SEATING CHANGES:** Every ERHS student will have an assigned seat for breakfast and/or lunch. This is true for students that eat school lunch and for those that carry a lunch from home. These seats will remain the same for each semester. Additional round and rectangular tables have been set up in the cafeteria and the adjacent athletic lobby to provide for socially distanced seating. Furthermore, the allowed seating capacity for each table has been reduced. Students will no longer be able to eat in the library, on hallway benches, or anywhere else in the building and may not leave the dining area until dismissed at the end of each lunch period. Students may remove their masks to eat. **Student Choice:** On September 9th (first full day) students may choose their assigned cafeteria seat for the semester. Where you choose to sit on day one is where you will sit for the rest of the semester. More information to follow.
- **PHYSICAL EDUCATION/WEIGHT TRAINING:** Beginning and Advanced Physical Education (PE) classes will be encouraged to exercise outside whenever weather permits. As long as the 6 feet social distancing rule is followed, students will not be required to wear masks outside for PE courses. Masks are required outside if distancing cannot be followed. All physical education students are required to wear masks in locker rooms and in the gymnasium. With teacher permission, PE students may remove their mask in the gymnasium as long as the outside doors are open and the social distancing rule of 6+ feet is in effect and strictly observed. Students in the Weight Training classes must wear masks at all times. Students in weight training classes will be assigned training partners for the entire semester. Training partner groups will consist of 3 students and all spotting of lifts will occur with students at each end of the bar. The teacher and students will spray and wipe down weight bars and exercise equipment at the end of each training session as has been the long standing practice.
- **BAND AND VOCAL MUSIC:** ERHS will be following *Guidance for Return to Music Education* as presented by the *Michigan Music Education Task Force*. These protocols for music education are based on the second round of preliminary findings of the *NFHS Performing Arts Aerosol Study*. The Michigan Music Education Task Force endorsed these recommendations to state and local decision-makers regarding a return to music education. These mitigation strategies have been proposed by a team of researchers from the University of Colorado and the University of Maryland and can be reviewed [here](#).
- **VISUAL ARTS:** Sharing of art supplies will be strongly discouraged and limited to table partners. Art supplies will be stored separately and cleaned regularly. More information to follow from the art teacher.
- **HAND SANITIZER** and paper towels will be stocked in every room in the building. Students and staff are expected to sanitize their hands upon entering and exiting each classroom.
- **CLEANING DESK SURFACES/TABLES:** Near the end of each class period, each teacher will spray the desk or table surface of each student's desk with an EPA approved disinfectant. Students are asked to help by wiping the surface with a provided paper towel and disposing of the towel as they exit the classroom.
- **BUILDING WIDE SANITIZATION** will be conducted on a regular schedule in each building by custodial staff through the use of a portable electrostatic sprayer that has been purchased for each building. These EPA approved devices are revolutionary and use positively charged particles to kill pathogens on all surface types in each room. You can learn more at [360 Electrostatic Sprayer](#).
- **MORE INFORMATION:** As we continue to get closer to the start of school we will provide additional details and updated information regarding the educational changes and expectations that will be in place for Face-to-Face instruction due to COVID-19.

School Pictures will be taken again by *Timeless Images* on Monday, September 14th. Picture order packets will be made available online this year. Link to follow soon. All students including seniors must have a photo taken for

I.D. cards, transcripts, PowerSchool, and the Yearbook, etc. Timeless Images will be available for **“make-ups/retakes”** at ERHS on Wednesday, October 21st.

The First Day of School is scheduled to be a half day on Tuesday, September 8th, beginning at 7:45AM and ending at 11:07AM. All students will report to assigned classes. Each class period will be 29 minutes in length. Students and teachers will review syllabi and new procedures and expectations relative to COVID19. It is important to note that TBA Career Tech Center students will NOT attend classes in Traverse City on this date. **The Second Day of School on Wednesday, September 9th is a full day with normal starting (7:45AM) and ending (2:37PM) times.** TBA Career Tech Center students will attend as usual. On September 9th, there will be short pullout meetings with the principals, guidance counselor, and class advisors for each grade in the Peterman Auditorium or outside depending on the weather. Meetings held indoors will adhere to the maximum group size of 50. Class meetings will be held with sophomores during 2nd period, freshmen during 3rd period, juniors during 5th period, and seniors during 6th period. Specific times will be communicated at a later date.

Homecoming & Parent-Teacher Conferences: With the postponement of football to the spring, Homecoming as we know it will not be possible this fall. However, we are exploring options to enjoy some homecoming activities tied to other fall sports if they are allowed to continue. We will keep you updated on our ideas and plans. **Fall Parent-Teacher Conferences at ERHS will be Thursday, October 15th and Thursday, November 12th from 4:00-7:00 each night.** Conferences may be held virtually through Zoom or Google Meet. We will provide updated information next month. Please refer to the enclosed 2020-2021 calendar.

Dress and Appearance: is an important issue for students, parents, and school staff as we make the transition from summer vacation to the classroom. Please make sure that you dress for school and not the beach. Also, it is advisable to be conscious of the dress code when shopping for back-to-school attire. The following should not be worn to school: strapless and/or low cut tops, short shorts and/or skirts, hats/head coverings, and clothing (including masks) that promote drugs, sex, alcohol, violence, or intolerance, etc.

Cell (Smart) Phones: The changes made to our cell phone expectations two years ago will remain in place. Students will *continue* to be allowed to have cell phones in school, however if they are brought in the building, it is expected that they will be locked in lockers and not brought to the classroom. Otherwise, keeping them locked in a vehicle in the parking lot during the day is a good idea. Cell phone usage will continue to be allowed before school begins, during lunches, during passing periods (as long as students are not tardy), and after school is dismissed for the day. Cell phones may not be possessed/used when classes are in session, and this includes in hallways and restrooms. Students found using/in possession of cell phones during learning time may have them confiscated and/or have assigned consequences. Research has shown that when children and adults even have a cell phone in their pocket they are less focused and more anxious. There is a dedicated student phone available in the office for students needing to contact parents for important/emergency reasons. As a reminder, the district is not responsible for lost or stolen cell phones or other electronic devices brought to school. Students are expected to follow the general school rules as noted in the handbook as well as specific instructor’s rules as communicated in each classroom.

Student Vehicle Registration: Parking permits cost **\$5.00** and are good for one year. Students **MUST** register ALL vehicles that they may be driving (even if you are driving only part of the time). Students must register their vehicles **with Ms. Poutanen in the Main Office** during the first two weeks of school. Registration forms are available in the office and are **due by September 14th**. Students will be asked to provide a copy of their driver’s license as well as the makes, models, license plate numbers and colors of the vehicles they are registering. Students are required to review driving rules and regulations and strictly adhere to the expectations.

Lockers: Every student is assigned their own locker with a unique and confidential combination. **DO NOT give your combination out to anyone for any reason. Also, due to safety reasons, students are expressly forbidden to share lockers.** For freshmen, the locker that is assigned will be your locker for the remainder of your high school experience. It is very important that students make it to their class in the five minute passing time so plan your locker visits accordingly. Every attempt will be made to accommodate students with a locker to help them get to class quickly. If you are issued a locker that does not work or meet those needs, or have other concerns,

please come to the principal's office and request a change in location. **Locker assignments and combinations can be received by contacting Ms. Straight lstraight@erschools.com in the ERHS Office beginning August 24th.**

The **Transportation Department** will be making contact with students a couple of days before school starts regarding assigned seats and other important information. There may be some bus routes that have changed since last year. Just to be safe, please be waiting for the bus 15 minutes early for the first few days. **Busses will be dropping high school students off at the high school by 7:30AM in plenty of time for students to eat breakfast! Buses will depart the high school at approximately 2:42PM.** The bus for TBA Career-Tech Center students will depart ERHS at 8:50AM and return at 12:00PM. Please call Ms. Karen Sniegowski, ERS Transportation Director, at 231.264.9321 or ksniegowski@erschools.com if you have additional transportation questions or concerns.

Enclosed you will also find a **Directory Information** opt out form. We very sparingly disclose student demographic or contact information, however if you do **not** wish for your child's basic (directory) information to be made available to outside agencies or entities other than what is required to the armed services, please complete the form and return it to Ms. Lacey Straight in the Principal's Office by Monday, September 14th.

ERHS Student-Parent Handbook: Please sit down and review the handbook with your child. This student handbook has been prepared to help guide you and your child through the ERHS experience. We want both students and parents to understand the policies and procedures that are in effect at ERHS. Each student will receive orientation training with this handbook and is responsible for its contents. It is available to students and parents via the ERHS web page at the following link: <https://erschools.com/highschool/academics/student-handbook/>. You can feel free to download and/or print it at any time. A copy will be provided to you in the Assistant Principal's and/or Principal's Offices upon student or parent request. Read it carefully with your child and keep it for reference throughout the school year. At ERHS, we believe strongly in the combined involvement of parents and students working together with the school. *The Handbook will be fully updated as of September 8th, 2020.* Please note that due to the fluid nature of the COVID19 situation, the ERHS Handbook is subject to change at any time. Changes will be promptly communicated to students and parents.

The education team at (ERHS) looks forward to **"making a difference"** for all students and will work very hard to make the 2020-2021 school year the very best that it can be! In closing, I look forward to seeing you all on September 8th. If you have any questions or concerns, please do not hesitate to contact me at mtravis@erschools.com or 231.264.8108 ext. 3141.

Sincerely,



Michael J. Travis, Principal
Elk Rapids High School &
Sunrise Academy Alternative

Enclosures:
ERS 2020-2021 Calendar;
Daily Schedule;
Master Schedule;
Directory Information Form;
Free & Reduced Lunch Application;