

# Richmond Community Schools

35276 Division \* Richmond, Michigan 48062 \* (586) 727-3565 \* [www.richmond.k12.mi.us](http://www.richmond.k12.mi.us)

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Brian J. Walmsley, Ed.S.  
Superintendent

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**Richmond Early Childhood Learning Center  
& Will L. Lee Elementary School**  
68399 Forest  
Richmond, Michigan 48062  
David Kochan, Principal

**Richmond Middle School**  
35250 Division  
Richmond, Michigan 48062  
Keith Bartels, Principal

**Richmond High School**  
35320 Division  
Richmond, Michigan 48062  
Andrew Kastl, Principal

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November 10, 2020 (Revised 11-11-20)

Dear Parents/Guardians:

Richmond is a community united in one purpose: make sure our students and staff are safe from the COVID-19 virus while providing quality in-person and virtual instruction. While we cannot stop the virus, we can slow the spread and minimize exposure by wearing masks, increasing hand-washing, and maintaining appropriate social distancing. From the reassignment of evening custodians to the school day and hiring COVID-19 building aides to assist with cleaning and disinfecting, to implementing CDC and Health Department protocols requiring masks and personal protective equipment, Richmond Community Schools has instituted many safety precautions in order to provide “normal” instruction during this pandemic. However, each and every day it is becoming more and more challenging, not to mention the mental and physical exhaustion of students, staff and families.

The administrators, teaching staff, and support personnel have done a phenomenal job managing in-person and virtual instruction. Collectively, we have committed to make virtual learning an experience in which virtual students feel part of the class and school. It is not perfect, but our staff stepped up to the plate and in my eyes, hit a *grand-slam home-run*.

At the time of this letter, there have been 11 probable/confirmed cases of COVID-19. However, more importantly, there has been over 190 students and staff impacted by a positive case of COVID-19. That’s more than 10% of our school community. **ALL OF THE PROBABLE AND CONFIRMED CASES OF COVID-19 WERE A RESULT OF NON-SCHOOL RELATED GATHERINGS.**

From the very beginning, I have said over and over, it is not about “if” we are impacted by COVID-19, it is about “when.” We are being impacted. I am deeply concerned with the rising numbers of positive COVID-19 cases and the impact those cases have on our school community and community-at-large. For example, in my letter to the community, dated October 30<sup>th</sup>, the District was forced to suspend the *Turtle Bus* run due to a shortage of bus drivers. Not because staff

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tested positive for COVID-19, but rather the impact of staff and students being exposed and requiring a quarantine period.

Since the first day of school, staff have been asked to “practice” virtual school days with in-person students. Maybe your child has shared their experience with you. The purpose of these virtual practice days is to prepare students and staff should the District be forced to go to 100% virtual learning. Students and staff regularly practice for inclement weather, active shooters, and fire drills. We are just adding one more – virtual learning.

Our ability to continue in-person learning and keep students in school is not the responsibility of the school alone, but rather everyone’s shared responsibility. We need the support of our families to wear masks and maintain social distancing outside of the school day to help control the spread of the virus. **LET ME BE CLEAR, NO DECISION HAS BEEN MADE TO MOVE THE DISTRICT TO 100% VIRTUAL LEARNING.** At this point, the District is amending our *Return to Learning Plan* and *Extended COVID-19 Learning Plan* to accommodate for 100% virtual instruction, should it be necessary. **I AM ASKING ALL PARENTS AND GUARDIANS TO DO THE SAME – DEVELOP A PLAN FOR YOUR FAMILY IN CASE THE DISTRICT MOVES TO 100% VIRTUAL INSTRUCTION.** It is never too early to start planning.

With the upcoming Thanksgiving and Christmas holidays approaching, the District is not naive that families, extended families, and friends will gather together to celebrate the holidays. While the *Center for Disease Control* (CDC) and health department officials are discouraging large gatherings in order to stop the spread of the virus, we know it will happen. Based on social media posts and recent incidences, we know groups of people are gathering indoors, without masks and with little to no social distancing. It’s happening. It’s likely the holidays will bring an increase in COVID-19 cases and exposure. If we want to maintain in-person instruction, we must think proactively and continue to prepare for the possibility that individuals, classrooms, or schools will be closed to in-person instruction and move to 100% virtual for a period of time. By Thursday, November 12, 2020, all students in grades K-12 will be issued a District laptop.

The District would move to 100% virtual learning if:

- (1) the Michigan Department of Health and Human Services (MDHHS) or Macomb County Health Department (MCHD) requires a school or the entire District to close,
- (2) there is an increase in COVID-19 cases and exposures that would put students and staff at risk for in-person instruction, or
- (3) the number of staff impacted by COVID-19 and requiring quarantine would prevent the District from operating safely.

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**What would 100% Virtual Instruction look like?** If the District needed to, or is required to, move to 100% virtual, Preschool and ECSE students would have half-hour, small group blocks of instruction between 8:00AM and 10:50AM and Grades K-12 students would have direct instruction by their teachers from 8:00AM to 11:25AM each day, as indicated below. Staff and students would have a scheduled lunch break from 11:30AM-12:00PM.

**PRESCHOOL AND ECSE PROGRAMS**

Start		
8:00 AM	to 8:30 AM	Group 1
8:30 AM	to 8:35 AM	Tech Sign Out/In
8:35 AM	to 9:05 AM	Group 2
9:05 AM	to 9:10 AM	Tech Sign Out/In
9:10 AM	to 9:40 AM	Group 3
9:40 AM	to 9:45 AM	Tech Sign Out/In
9:45 AM	to 10:15 AM	Group 4
10:15 AM	to 10:20 AM	Tech Sign Out/In
10:20 AM	to 10:50AM	Group 5
	<b>End</b>	

**WILL L. LEE ELEMENTARY SCHOOL (GR. K-3)**

Start		
8:00 AM	to	
9:30 AM	to 9:55 AM	Grade 3 Specials
9:55 AM	to 10:00 AM	Tech Sign Out/In
10:00 AM	to 10:25 AM	Grade 2 Specials
10:25 AM	to 10:30 AM	Tech Sign Out/In
10:30 AM	to 10:55 AM	Grade 1 Specials
10:55 AM	to 11:00 AM	Tech Sign Out/In
11:00 AM	to 11:25 AM	Grade K Specials
	to 11:25 AM	Tech Sign Out/In
	<b>End</b>	

**RICHMOND MIDDLE SCHOOL**

Start		
8:00 AM	to 8:25 AM	1st Hour
8:25 AM	to 8:30 AM	Tech Sign Out/In
8:30 AM	to 8:55 AM	2nd Hour
8:55 AM	to 9:00 AM	Tech Sign Out/In
9:00 AM	to 9:25 AM	3rd Hour
9:25 AM	to 9:30 AM	Tech Sign Out/In
9:30 AM	to 9:55 AM	4th Hour
9:55 AM	to 10:00 AM	Tech Sign Out/In
10:00 AM	to 10:25 AM	5th Hour
10:25 AM	to 10:30 AM	Tech Sign Out/In
10:30 AM	to 10:55 AM	6th Hour
10:55 AM	to 11:00 AM	Tech Sign Out/In
11:00 AM	to 11:25 AM	7th Hour
	<b>End</b>	

**RICHMOND HIGH SCHOOL**

7:25 AM	to 7:55 AM	Zero Hour
7:55 AM	to 8:00 AM	Tech Sign Out/In
Start		
8:00 AM	to 8:30 AM	1st Hour
8:30 AM	to 8:35 AM	Tech Sign Out/In
8:35 AM	to 9:05 AM	2nd Hour
9:05 AM	to 9:10 AM	Tech Sign Out/In
9:10 AM	to 9:40 AM	3rd Hour
9:40 AM	to 9:45 AM	Tech Sign Out/In
9:45 AM	to 10:15 AM	4th Hour
10:15 AM	to 10:20 AM	Tech Sign Out/In
10:20 AM	to 10:50AM	5th Hour
10:50 AM	to 10:55 AM	Tech Sign Out/In
10:55 AM	to 11:25 AM	6th Hour
	<b>End</b>	

In the afternoon, from 12:00PM to 3:00PM, additional and targeted instruction and/or support would be offered for Preschool, ESCE and Grade K-12 students at the discretion of the teacher as she or he deems necessary. This may include, but not limited to, opportunities for additional or re-teaching instruction, assistance with assignments, and documentation required by the State for schools that are 100% virtual instruction. More details of the AM and PM schedule would be released if and when the district is required to move to 100% virtual.

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Finally, last night the Richmond Board of Education approved a **REVISED 2020-21 School Calendar**. The **REVISED** 2020-21 School Calendar has been posted on the District's website. The changes include half days of school on Monday, November 23<sup>rd</sup> and Tuesday, November 24<sup>th</sup> to provide teachers with additional planning and professional development time.

AM ECSE program will report during its regularly scheduled time on Monday, November 23<sup>rd</sup>, but will NOT report on Tuesday, November 24<sup>th</sup>. **The PM ECSE program will NOT report on Monday, November 23<sup>rd</sup>, but REPORT IN THE AM on Tuesday, November 24<sup>th</sup>.**

GSRP and tuition-based 3- and 4-year old preschool programs will report during their normally scheduled time.

**2020-21 REVISED School Calendar**

M	T	W	T	F
7-Sep	8-Sep	9-Sep	10-Sep	11-Sep
14-Sep	15-Sep	16-Sep	17-Sep	18-Sep
21-Sep	22-Sep	23-Sep	24-Sep	25-Sep
28-Sep	29-Sep	30-Sep	1-Oct	2-Oct
5-Oct	6-Oct	7-Oct	8-Oct	9-Oct
12-Oct	13-Oct	14-Oct	15-Oct	16-Oct
19-Oct	20-Oct	21-Oct	22-Oct	23-Oct
26-Oct	27-Oct	28-Oct	29-Oct	30-Oct
2-Nov	3-Nov	4-Nov	5-Nov	6-Nov
9-Nov	10-Nov	11-Nov	12-Nov	13-Nov
16-Nov	17-Nov	18-Nov	19-Nov	20-Nov
23-Nov	24-Nov	25-Nov	26-Nov	27-Nov
30-Nov	1-Dec	2-Dec	3-Dec	4-Dec
7-Dec	8-Dec	9-Dec	10-Dec	11-Dec
14-Dec	15-Dec	16-Dec	17-Dec	18-Dec
21-Dec	22-Dec	23-Dec	24-Dec	25-Dec
28-Dec	29-Dec	30-Dec	31-Dec	1-Jan
4-Jan	5-Jan	6-Jan	7-Jan	8-Jan

11/23 & 11/24 Half Days (Previously Full Days)  
**No School for Preschool**  
**NORMAL MON. & TUES. PRESCHOOL SCHEDULE**

I make this promise to you, the District will make every effort to provide parents and guardians with as much advanced notice as possible if a decision is made to go 100% virtual.

If you have questions, feel free to contact us here at school or visit the District's website, [www.richmond.k12.mi.us](http://www.richmond.k12.mi.us), for more information.

Thank you for your continued support.

Sincerely,

Brian J. Walmsley, Ed.S.  
 Superintendent

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