

[Board of Education](#)

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Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565 * www.richmond.k12.mi.us

Brian J. Walmsley, Ed.S.
Superintendent

**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

January 8, 2021

Dear Parents/Guardians:

On behalf of the Board of Education and staff, I would like to officially welcome everyone back from the holiday break. I hope you had an opportunity to spend time with family and celebrate the reason for the holiday break and to express gratitude for the health and safety of the family and friends around us.

While the first week in the calendar year 2021 and the last official week of 100% virtual instruction has gone well, the staff and I look forward to welcoming back students for in-person learning on Monday, January 11, 2021. I recognize and appreciate the collective sacrifice everyone made while the District was 100% virtual. It truly was a unified effort to make sure our students and staff were safe.

PRIOR TO MONDAY, NOVEMBER 16, 2020:

- ***If your child attended school in-person AND you would like them to remain an “in-person” student,*** there is nothing you need to do. We look forward to seeing them in-person on Monday, January 11, 2021. On Monday, your child should bring to school any books or materials they took home during the time the District was 100% virtual. Please make sure your child’s laptop is charged, as teachers may utilize the laptops during in-person instruction.
- ***If your child attended school virtually AND you would like them to remain a “virtual” student,*** there is nothing you need to do. We also look forward to them continuing their virtual learning on Monday, January 11, 2021. Please note, as outlined below in the section titled, *Bell Schedules for Virtual and In-person Students*, the bell schedule for both in-person and virtual learners will return to what it was prior to November 16, 2020. Virtual students will be expected to participate in learning the entire school day.
- ***If your child attended school virtually AND you would now like them to attend in-person, you must EMAIL your child’s Principal notifying them of your request to switch.*** Once the Principal receives your request, they will begin the process to move your child from virtual to in-person instruction. If you received a *Wi-Fi Hot Spot* while your child was a virtual learner, you will be

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required to return the *Wi-Fi Hot Spot* to the Board of Education & Administrative Office within one (1) week of your child's return to in-person learning.

- ***If your child attended school in-person AND you would now like them to attend virtually, you must EMAIL your child's Principal notifying them of your request to switch.*** Once the Principal receives your request, they will email you a copy of the *Virtual/Online Learning Agreement Form*, as well as notify Pamela Dailey, *Community Liaison and PowerSchool Coordinator*, to begin the process of moving your student from in-person to virtual learning. State pupil accounting rules require the District to have a signed *Virtual/Online Learning Agreement Form* **before** the student begins virtual learning.

SWITCHING FROM VIRTUAL TO IN-PERSON OR IN-PERSON TO VIRTUAL

Parents/guardians who choose to switch their child from virtual to in-person OR in-person to virtual learning may do so during the following windows:

	<u>Register by</u>	<u>Start</u>	<u>Finish</u>
Session 4*	Email Principal		01/22/21 End of 1 Semester
Session 5	01/22/21	01/25/21	02/26/21
Session 6	02/26/21	03/01/21	04/01/21 End of 3 rd Quarter
Session 7	04/01/21	04/12/21	05/07/21
Session 8	05/07/21	05/10/21	06/11/21 End of 4 th Quarter

* As the District returns from 100% virtual to in-person learning on Monday, January 11, 2021, as it pertains to *Session 4*, the District will work with families who previously did not select virtual learning, but who would like their child to remain a virtual learner, OR families who previously selected virtual learning, but would like their child to attend in-person. Please contact your child's Principal to begin the process.

BELL SCHEDULES FOR IN-PERSON AND VIRTUAL LEARNERS

On Monday, January 11, 2021, the District will return to the bell schedule that was in place prior to November 16, 2020.

Richmond Early Learning Childcare Center. Students in 3- & 4-Year Old Tuition-Based Preschool, Great State Readiness Program (GSRP), and Early Childhood Special Education (ECSE) programs shall follow the bell schedule prior to the District's move to 100% virtual learning on November 17, 2020.

Will L. Lee Elementary School, 7:50AM-2:50PM. Virtual learning students must log-in to Microsoft TEAMS using the link by provided by their classroom teachers. For Art, Music, Physical Education, STEAM, and Technology Specials classes, virtual learners must log-in to Microsoft TEAMS using the link provided by their special's teacher during the following times 11:05-11:55AM (3rd Grade), 12:00-12:50PM (2nd Grade), 12:55-1:45PM (1st Grade) or 1:50-2:40PM (Kindergarten).

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Richmond Middle School and Richmond High School, 7:40AM-2:40PM. Virtual learning students must log-in to Microsoft TEAMS using the link by provided by their classroom teachers each hour, following the schedule below:

4 th Grade	5 th Grade	6 th Grade
7:40AM – 1 st Hour 8:35AM – 2 nd Hour 9:30AM – 3 rd Hour 10:20AM – Lunch 10:50AM – 4 th Hour 11:30AM – 5 th /6 th Hour 1:00PM – Recess 1:20PM – 7 th Hour 2:20PM – Home Room	7:40AM – 1 st Hour 8:35AM – 2 nd Hour 9:00AM – 3 rd & 4 th Hour 10:50AM – Lunch 11:20AM – 4 th Hour Cont. 11:55AM – 5 th Hour 12:55PM – 6 th & 7 th Hour	7:40AM – 1 st Hour 8:35AM – 2 nd Hour 9:30AM – 3 rd Hour 10:25AM – 4 th Hour 11:25AM – Lunch 11:55AM – 5 th Hour 12:55PM – 6 th Hour 1:50PM – 7 th Hour
7 th Grade / 8 th Group A	7 th Grade / 8 th Group B	Grade 9 th – 12 th
7:40AM – 1 st Hour 8:35AM – 2 nd Hour 9:30AM – 3 rd Hour 10:25AM – 4 th Hour 11:25AM – 5 th Hour 11:55AM - Lunch 12:25PM – 5 th Hour Cont. 12:55PM – 6 th Hour 1:50PM – 7 th Hour	7:40AM – 1 st Hour 8:35AM – 2 nd Hour 9:30AM – 3 rd Hour 10:25AM – 4 th Hour 11:25AM – 5 th Hour 12:25PM – Lunch 12:55PM – 6 th Hour 1:50PM – 7 th Hour	7:40AM – 1 st Hour 8:45AM – 2 nd Hour 9:50AM – 3 rd Hour 10:55AM – 4 th Hour 10:55AM – A Lunch 11:27AM – B Lunch 11:59AM – C Lunch 12:35PM – 5 th Hour 1:40PM – 6 th Hour

IN-PERSON COVID-19 SAFETY PROTOCOLS

At-home Health Screening. The District will continue to expect parents/guardians to conduct daily health screening on their child for the following symptoms: fever, fatigue, body aches, new or worsening cough, congestion, sore throat, loss of taste or smell, headaches, shortness of breath nausea, and diarrhea. For the safety of the staff and students, please do not send your child to school with a temperature over 100.4 degrees or any of these symptoms.

Bus Stop and Riding the Bus. All students age 12 and under are required to have an adult at the bus stop. Prior to entering the bus, bus drivers will take the students’ temperatures. Any student with a temperature over 100.4 will NOT be allowed on the bus, which is why the District requires an adult at the bus stop. While riding the bus, the bus driver and students must wear a facemask. Bus windows may not be fully open, but they will be partially open to promote air circulation. Please make sure your child is dressed appropriately.

Entering the building. Upon arriving to school, students may only enter the building at designated doors. Students will not be allowed to enter the building until 5-10 minutes prior to the start of school, as outlined by the building administrators. Building staff will check the temperature of all students and ensure students are wearing a facemask.

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For the safety of all students and staff, parents who choose to walk their students to the school doors must wear a facemask while on campus. Also, parent/guardians will not be allowed to enter the building unless they have a legitimate educational reason, such as a 504 or IEP meeting. For the safety of students and staff, no volunteers will be allowed in classrooms.

At School. All K-12 students and staff are required to wear a facemask in the classroom, in the hallways and common areas, and in the lunchroom when not eating. **This is a change to the original Return to Learning Plan based on current guidance from the Michigan Department of Health and Human Services (MDHHS) and the Macomb County Health Department (MCHD).** If your child has a medical condition that prevents them from wearing a facemask, then appropriate documentation must be submitted to your child's Principal, who will file the documents with the Board Office.

Students will continue to be assigned a seat in the classroom and lunchroom for contact tracing purposes. Classroom furniture and lunch tables will be positioned to provide as much space as possible between students.

Cleaning and Sanitizing. The District will continue utilizing building COVID-19 Aides to clean and sanitize common areas of the building. In addition, the custodial staff will clean and sanitize classrooms on teacher's preparation periods and after school. Classroom teachers will spray classroom desks and students are expected to wipe down their own desk with paper towel after use throughout the day. Scheduled handwashing times will continue throughout the day at all buildings.

SCHOOL BREAKFAST AND LUNCH PROGRAMS

On Monday, January 11, 2021, breakfast and lunch programs for both in-person and virtual students will continue as they did prior to November 16, 2020. Based on guidance from the federal government, students will receive breakfast and lunch FREE through end of the school year.

For students who are virtual, they too are eligible for free meals. Unlike in-person students who receive their meals daily, virtual students would receive a weeks' worth of meals. To order meals for virtual students, please call (586) 727-3565, ext. 3036 by noon each Monday. Meals may be picked up at Richmond High School, Door #11 between the hours of 1:30-2:30PM.

For more information, contact Kathy Guiney, Director of Food Service, by telephone at (586) 727-3565, ext. 2016, or email at kaguiney@richmond.k12.mi.us.

RETURNING WI-FI HOT SPOTS

For families that received *Wi-Fi Hot Spots* during the time the District was 100% virtual and whose children are returning to in-person learning on Monday, January 11, 2021, please return the Wi-Fi hot spot to the *Board of Education & Administrative Office*, located in the back of Richmond Middle School (Door #18).

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INCLEMENT WEATHER DAYS

Since the District has a virtual option, I have received many questions on whether the District will have inclement weather (e.g. Snow Days) in the future. The answer is YES. Inclement weather days are usually determined either the night before or in the early morning hours on the day school is closed. In these cases, a determination is made that it is not safe to come to school due to the weather or road conditions. Remember, most of the District's geographical boundaries are dirt roads, which present obstacles when transporting students during inclement weather. Due to the timing of the decision, often staff and students do not have the needed materials to teach or learn virtually. Therefore, there is a possibility of inclement weather days.

COVID-19 CASES IN RICHMOND

As of today, the Macomb County Health Department (MCHD) and District have identified two (2) student/staff persons at Will L. Lee Elementary School who have confirmed cases of COVID-19 and/or who are being quarantined for exposure. Moving forward, the District will continue notifying families when positive COVID-19 cases are confirmed and the impact those positive cases have on students and staff.

The *Center for Disease Control* (CDC) and health department officials continue discouraging large gatherings in order to stop the spread of the COVID-19 virus. Remember to limit your exposure to individuals outside of your immediate household, practice social distancing, and wear a facemask.

We all must do what is necessary if we want to increase our ability to continue offering an in-person learning option. This year has clearly been challenging, and I am eternally grateful for your continued support. We are *Blue Devils*. We can overcome any obstacle put before us. Let's do this for our students and staff!

If you have questions, feel free to contact your child's Principal.

Sincerely,

Brian J. Walmsley, Ed.S.
Superintendent

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