

# Richmond Community Schools' Return to Learning Plan

MICHIGAN SAFE START PLAN: MICHIGAN'S 2020-21 RETURN TO SCHOOL ROADMAP

Phase 1-3 No in-person instruction, remote only	Phase 4 In-person instruction is permitted with required safety protocols.	Phase 5 Schools open for in-person instruction with minimal required safety protocols	Phase 6 Open for in-person instruction
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## Technology and School-Provided Resource Pick-up for Virtual Students

Monday, August 31, 2020 Richmond High School Grade 9 and 10: 5:00 – 6:00pm Grade 11 and 12: 6:30 – 7:30pm	Tuesday, September 1, 2020 Richmond Middle School Grade 4 and 5: 5:00 – 6:00pm Grade 6, 7 and 8: 6:30 – 7:30pm	Wednesday, September 2, 2020 Will L. Lee Elementary School Grade PreK, K and 1: 5:00 – 6:00pm Grade 2 and 3: 6:30 – 7:30pm
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Virtual students and one (1) parent or guardian will be allowed in the building to pick up the district-provided laptop and resources, such as textbooks, manipulatives, etc. District personnel will provide information and training on:

- **SafeWare Human Monitoring** software, computer care, online classroom etiquette, and internet safety,
- Laptop, virtual classroom etiquette, internet safety, Cyberbullying, and *Positive Behavior Support* program,
- Social and Emotional supports available,
- Accessing **Microsoft OneDrive** for saving and retrieving student documents and accessing student-emails/calendar.
- **Schoology** for receiving and submitting assignments and assessments,
- **Microsoft TEAMS** for interaction with the classroom teacher and in-person students,
- Online, virtual and telephone **at-home tech support** for families,
- Information on **Instructional Technology Boot Camp** will be presentation, and
- Review and sign **Virtual Learning Agreement**.
- WiFi "Hot Spots" available for qualifying virtual students without internet accessibility.

In addition, Food Service personnel will be onsite to register virtual students for meal packages (e.g. breakfast and lunch).

## District-wide Instructional Technology Boot Camp for Virtual & In-person Students

Tuesday, September 8, 2020 All Buildings In-person and Virtual Students	Wednesday, September 9, 2020 All Buildings In-person and Virtual Students	Thursday, September 10, 2020 All Buildings In-person and Virtual Students	Friday, September 11, 2020 All Buildings In-person and Virtual Students
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During class periods throughout the day and week, teachers will provide virtual and in-person students information and training on

- Norms and introduction with how virtual and in-person students collaborate, as well as review **Virtual Learning Agreement**,
- Laptop, virtual classroom etiquette, internet safety, Cyberbullying, and *Positive Behavior Support* program,
- Social and Emotional supports available
- Accessing **Microsoft OneDrive** for saving and retrieving student documents and accessing student-emails/calendar.
- **Schoology** for receiving and submitting assignments and assessments,
- **Microsoft TEAMS** log-in and appropriate interaction with the classroom teacher and in-person students, and
- Online, virtual and telephone **at-home tech support** for families.

## Meet-the-Teacher Blue Devil Days for Virtual and In-person Students

Richmond High School Monday, September 14, 2020 5:00-8:00 PM	Richmond Middle School Tuesday, September 15, 2020 5:00-8:00 PM	Will L. Lee Elementary School Wednesday, September 16, 2020 5:00-8:00 PM
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Due to the Executive Order, the District will not be able to hold in-person *Blue Devil Days* to meet your child's teacher. Therefore, "*Meet-the-Teacher Night*" will be held virtual, via *Microsoft Teams*. *Microsoft Teams* invites information will be provided to virtual and in-person students by the classroom teachers, via *Schoology*.

Tentative Schedule:  
5:00 – 5:25 pm, 1<sup>st</sup> Hour  
5:30 – 5:55 pm, 2<sup>nd</sup> Hour  
6:00 – 6:25 pm, 3<sup>rd</sup> Hour  
6:30 – 6:55 pm, 4<sup>th</sup> Hour  
7:00 – 7:25 pm, 5<sup>th</sup> Hour  
7:30 – 7:55 pm, 6<sup>th</sup> Hour

Tentative Schedule:  
5:00 – 5:20 pm, 1<sup>st</sup> Hour  
5:25 – 5:45 pm, 2<sup>nd</sup> Hour  
5:50 – 6:10 pm, 3<sup>rd</sup> Hour  
6:15 – 6:35 pm, 4<sup>th</sup> Hour  
6:40 – 7:00 pm, 5<sup>th</sup> Hour  
7:05 – 7:25 pm, 6<sup>th</sup> Hour  
7:30 – 7:50 pm, 7<sup>th</sup> Hour

Tentative Schedule:  
5:00 – 5:25 pm, K-3 & Specials Session A  
5:30 – 5:55 pm, K-3 & Specials Session B  
6:00 – 6:25 pm, K-3 & Specials Session C  
6:30 – 6:55 pm, K-3 & Specials Session D  
7:00 – 7:25 pm, K-3 & Specials Session E  
7:30 – 7:55 pm, K-3 & Specials Session F

*It is everyone's responsibility to protect our Blue Devils!*