

Dear Parents and Guardians,

I hope this communication finds you and your family staying safe during these very difficult times. I am hoping all of you were able to read Mr. Drost's message regarding our need to move modes of learning beginning on November 30, 2020. As a result, our staff will use the two days (November 23 and 24th) as days to prepare for the move. Our plan is to do Distance Learning for the week of November 30 to December 4th. We will monitor numbers and make a decision regarding return to school on December 7th by Wednesday, December 2nd. That decision will effectively determine our mode of learning through the Christmas Holiday Break.

Last spring, we experienced a lot of students that were not engaged in the distance learning that was offered. I want to be very clear that our approach this time around will be very different. Students will be required to log into google meets online meetings with their classmates. Students that are not on time or in attendance will be marked absent. The absences count toward the state truancy laws. I will include the schedules for each grade level below. Students will be required to log in between 8:00-8:15 am daily for their scheduled class. In addition, students will be graded on their assignments and assessments. In turn, we will be providing much more direct instruction to the students. Last fall, too much of the education was placed in the laps of our parents and we know that is not what most parents want for their child.

Please understand that this is not intended to be a long term solution. Our goal is to hopefully get students back in school face to face as quickly as is safe. I have included some details below that will hopefully help your child be more successful with our distance learning.

Attendance

Daily attendance will be expected and recorded just as it is in face-to-face learning in the school setting. Students will be expected to attend all classes at the specified time (see schedule below). Issues with truancy and tardiness will be handled in the same way through distance learning as in face-to-face learning. If your child is going to be absent from distance learning for any reason (i.e. sick, doctor appointment, etc.), parents or guardians must call the middle school office to excuse their absence.

Technology

Students will be bringing home their district issued Chromebook and charger for use at home during the distance learning period of time. Headphones are also helpful because lessons will include videos, Google Meets, and other interactive activities that require sound. This device will require the student to login using the student's district login, consisting of a username and password. This device is strictly for the student's educational use. By utilizing the district device and having to log in to the device, browsing history and use can be monitored. A distance learner's username and password should not be shared with anyone other than the learner. If a district device is not being used properly, the student and family could be responsible for repair costs or lose the privilege of using the device.

Distance Learning Schedules

The schedules listed below reflect the time that students must be logged in with the assigned teacher in a live Google Meet. Instruction for all core areas will be provided by a teacher. Students should go to their assigned google classroom for the link to the google meet for class. Also located within the google classroom will be videos, assignments, and other educational resources for that class. Students use these daily and should have a solid understanding of where to go and how to use google classroom.

5th Grade Schedule:

| Time | Grade 5 | |
|---------------|------------------------|----|
| 8:00 - 8:30 | Homeroom | 30 |
| 8:40 - 9:40 | Math/LA | 60 |
| 9:50 - 10:50 | LA/Math | 60 |
| 11:00 - 11:30 | Science/Social Studies | 30 |
| 11:30 - 12:30 | Lunch | 60 |
| 12:30 - 1:00 | AG 1 | 30 |
| 1:10 - 1:40 | AG 2 | 30 |
| 1:50-3:15 | Independent Work Time | |
| (1:50-2:20) | Language Arts Check-in | |
| (2:30-3:00) | Math Check-in | |

6th Grade

| Time | Grade 6 | |
|---------------|---|----|
| 8:15-8:30 | Homeroom | 30 |
| 8:40 - 9:25 | Core 1 (Math/LA) | 45 |
| 9:35 - 10:20 | Core 2 (LA/Math) | 45 |
| 10:45-11:15 | AG 1 | 30 |
| 11:25 - 11:55 | AG 2 | 30 |
| 11:55 12:55 | Lunch | 60 |
| 12:55 - 1:40 | Core 3 (Science/SS) | 45 |
| 1:50-3:00 | Individual/Group Assistance (Collaboration) | 70 |
| 3:00-3:15 | Check Out | 15 |

7th Grade

| Time | Grade 7 | |
|---------------|-------------------------|------------|
| 8:15 - 8:30 | Homeroom | 30 minutes |
| 8:30 - 9:15 | Core 1 | 45 |
| 9:25 - 9:55 | AG 1 | 30 |
| 10:05 - 10:35 | AG2 | 30 |
| 10:45-11:30 | Core 2 | 45 |
| 11:30 - 12:30 | Lunch | 60 |
| 12:30 - 1:15 | Core 3 | 45 |
| 1:25-2:30 | Study Hall/Intervention | 65 |
| 2:30-3:00 | Checkout with Homeroom | 30 |

8th Grade Schedule

| Time | Grade 8 | |
|---------------|---|----|
| 8:00 - 8:30 | AG 1 | 30 |
| 8:40 - 9:10 | AG 2 | 30 |
| 9:20 - 9:35 | Homeroom | 15 |
| 9:45 - 10:35 | Core 1 | 50 |
| 10:45 - 11:35 | Core 2 | 50 |
| 11:35 - 12:35 | Lunch | 60 |
| 12:35 - 1:25 | Core 3 | 50 |
| 1:50-3:15 | Individual/Group Assistance (Collaboration) | 85 |

Grading

All classes will be graded on Skyward. In addition, all students will be graded separately on the RLMS Success Skills (Prompt & Prepared, Persistent & Productive, Responsible & Respectful). Further information regarding grading in the specific content areas has been provided on course syllabi. Questions regarding specific grades should be directed to the classroom teacher.

Parent/Guardian Role in Distance Learning

The parent/guardian is critical in the success of distance learning. We ask that you assist your child in finding a space in the home that is free of distractions. In addition, please help your child understand their daily schedule and have their device charged and ready for use at that time. Parents please check your email once a week for announcements. We would ask parents to do the following as your role in the educational process:

- Checking Skyward to monitor student academic progress in core classes.

- Notifying the middle school of any student absences, address/telephone/email changes, and providing a reliable connection to the internet.
- Monitoring academic progress and integrity.

Communication

Teachers will communicate student progress and will update Skyward with grades regularly.

Email is the best form of communication to use between students/parents and teachers.

Mr. Vlcek and Mr. Tomesh will be available to assist with technology related issues in an ongoing manner. Here are their contacts:

tomeshj@ricelake.k12.wi.us or at 715 234-8156 ext 5041 or Cell 715-651-7217

vlcekn@ricelake.k12.wi.us or at 715 234-8156 ext 5362 or Cell 715-790-0582

Mrs. Poehls will be available for any attendance related questions or to report an absence at:

poehlsp@ricelake.k12.wi.us or at 715-234-8156