



Richmond Community Schools

300 Hub Etchison Parkway · Richmond, IN 47374
Phone: (765) 973-3300

RCS COVID-19 Extended Learning Plan – Students

Beginning Wednesday, April 15, 2020, students of Richmond Community Schools will be provided with extended learning opportunities. We know this is a stressful time for everyone. We are excited to connect with students and provide learning opportunities, but we also do not want to place an additional burden on families. It is important to note that extended learning opportunities will look different than a typical eLearning day, which is used for short term learning, such as a snow day. This is in response to an ever changing emergency situation. Our goal is to continue to support students through our ongoing food program, providing extended learning opportunities, and personal contacts to check-in, say hello, and let them know we care about them and their well-being. Extended learning opportunities are not intended to be punitive and are designed to support and enrich student learning during this time of school closure. We appreciate everyone's patience and understanding as we continue to plan and adjust to updates from the President, Governor, and Department of Education.

Timeline

Thursday, April 9, 2020	Teachers and principals begin contacting students.
Wednesday, April 15, 2020	Extended learning opportunities begin.
Monday, May 11, 2020	Last week new extended learning opportunities are posted.
Thursday, May 21, 2020	Last day of school. Extended learning opportunities should be completed by today. *Seniors – counselors and principals will be working with each student on individualized plans for graduation as needed.

Making Contact with Students

Please expect teachers and principals to be in contact to say hello, determine needs, and offer support.

In addition to District Level and/or School Messenger Announcements, contact attempts could include:

1. Messages sent via Class Dojo, Canvas, Remind, etc.
2. Personal Phone Call

If your address or phone number has changed, please contact the principal or teacher to update your information. Remember that buildings are closed and teachers and principals are working from home. Email, Canvas, or Class Dojo are the best methods of contact.



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Extended Learning Opportunities

Schools are required to deliver remote instruction for the remainder of the school year.

Remember, this is different than the eLearning days we are accustomed to. The focus will be on quality, not quantity. Please note that although new learning opportunities may be updated each week, it is also acceptable to have ongoing activities that cover more than one week. Unlike eLearning, the focus should be what the student is working on each week rather than posting 5 days of daily assignments. The recommendation is to address only high-priority standards for the remaining weeks of school, help our high school students earn credits, and support seniors on the path to graduation.

Please refer to the state guidance regarding time recommendations for extended learning opportunities.

Grade Levels	Time Recommendations
Pre-K	30 minutes
Grades K-1	45 minutes
Grades 2-3	60 minutes
Grades 4-5, Grade 6 in elementary	90 minutes
Grades 6-12	30 minutes per teacher (3 hours max in a day)

Extended learning opportunities for students will be available to students on Wednesday, April 15, 2020, followed by Monday of each week. (April 20th, April 27th, May 4th, and May 11th) Students can work at their own pace during this time, however, Thursday, May 21, 2020 is the last day to complete and submit any extended learning opportunities/assignments.

Teachers and principals will use Monday and Friday for planning, posting assignments, and grading (if applicable).

Teachers and principals will be available on T, W, TH to answer questions and provide feedback to students. Email, Canvas, or Class Dojo are the best methods of contact.

Elementary

Principals and teachers are working to create district grade level opportunities using Padlet. Information will be shared with families via Canvas and Class Dojo. This may include a reminder and opportunity to submit missing or incomplete assignments.



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Intermediate and High School

Teachers will create extended learning opportunities for their classes in Canvas. This may include a reminder and opportunity to submit missing or incomplete assignments.

Grading

The Indiana Department of Education has emphasized that remote instruction should not be punitive. RCS extended learning opportunities can only raise, not lower a student's grade.

Not all extended learning opportunities will be for a grade, especially at the elementary level. Opportunities may be an overview of what students can be working on during the week, rather than a daily assignment.

Graduation Requirements

Please note that graduation requirements have changed and are providing more flexibility to help seniors. Additional information can be found at

<https://www.doe.in.gov/sites/default/files/news/2020-graduation-requirements-final-4220.pdf>

Counselors and principals are reviewing information on all seniors to help support their path to graduation and will be in contact with students. Please contact counselors and principals for questions.

Additional Information

Is RCS still providing food service options?

Yes, meals are available Monday-Friday for anyone age 18 and younger.

Grab-N-Go Meal Packs

Come to one of our Daily Drive-Through locations to pick up free breakfast and lunch (M-F 8:30 am-9:30 am)

Available for any child 18 years of age or younger. Child DOES NOT have to be a RCS student. Children must accompany parents/guardians to the site and/or bus stop.

Charles Elementary—Front of school	Denise Intermediate—Bus loop north side of school
Crescent Elementary—Front of school	East Intermediate—Front of school by entrance
Edmore Elementary—Bus loop at back of school	Richard Program Bldg—Back of school on street
Hart Elementary—Front of "U" shaped Drive	Richmond High School—"T" Street bus loop
Vale Elementary—Front of school	CTA (Busstop)—Front of school
Waverline Elementary—Behind the school	

MEALS ON THE BUS

Starting Monday, March 30th
Monday-Friday (8:30 am—9:30 am)

- As a NEW service to RCS, bus drivers and aides will be providing breakfast and lunch (made-to-go meal packs) from one bus to one student.
- Bus routes will include drive areas outside the normal "walking areas" to and from schools.
- We are using the 4 miles walking zone distance as a guide for all schools.
- Specific drive locations can be found at www.weRichmond.com and clicking on the links under the lunch-to-go section.



Where Results Happen
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www.weRichmond.com





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What if an RCS issued laptop needs be repaired?

Laptop repair will be available on Tuesdays and Thursdays from 10:00 to 11:00. Pull-up in front of door 1 of the Administration Building, 300 Hub Etchison Parkway, and a technology attendant will be available to assist.

Laptop Repair Station



Does your RCS 5th-12th grader need a laptop or does their laptop need repaired? Come see us and let us help.

Starting Tuesday, April 14, 2020

Tuesdays and Thursdays (10:00 am—11:00 am)

at RCS Administration Building (Door 1)

300 Hub Etchison Parkway (Located just north of RHS)

- As a NEW service to RCS 5th-12th grade students and staff (you may pull-up in front of Door 1 of the RCS Administration Building and a technology attendant will be available to assist you.
- To help speed up the Laptop Repair Station exchange time, you may visit www.rcs.k12.in.us/helpdesk to fill out a form prior to arriving.
- Please stay in your vehicle, do not come into the building. Please do not come outside of these doors before we are leaving. An attempt to make sure everyone is protected from a health standpoint.



What if an RCS issued laptop was left at school?

Minimal contact and social distancing is important. Buildings are closed, but devices may be attempted to be located if the student does not have access to another device. Let the teacher or principal know where the laptop is believed to be located (locker, etc.) The principal will work to determine if the laptop can be retrieved or if alternate arrangements needs to be made.

Laptops will be made available to be picked up at the food distribution or laptop repair sites. Sanitary procedures will be used (wearing gloves, wiping off bag, etc.) due to the concern of cross contamination.

What if access to internet is needed?

Information can be found at www.rcs.k12.in.us/helpdesk

Comcast, which owns Xfinity, will offer 60 days free and increased speeds for new families who join the Internet Essentials program, an internet access program for low income families that is normally \$9.95 a month. <https://www.internetessentials.com/covid19>

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AT&T announced it would not cancel service and would waive late fees for any wireless, home phone, broadband residential or small business customer experiencing hardships because of the coronavirus pandemic and can't pay their bills. Qualifying low income households can apply for \$10 a month internet access through the Access from AT&T program. Fixed Wireless Internet and Wireline customers can use unlimited internet data. AT&T will also keep public Wi-Fi hotspots open. <https://about.att.com/pages/COVID-19.html>

What if an alternative method (not online or accessible by phone) is needed to access and/or participate in extended learning opportunities?

Minimal contact and social distancing is important, however, we want all students to have the opportunity to participate in extended learning opportunities.

Paper-pencil assignments will be used as a last resort, due to the concern of cross-contamination. Sanitary procedures will be used. (mail preparer will wear gloves, etc.) Assignments will be mailed and may be turned in at any food distribution site or on Tuesdays and Thursday at the Administration Building during laptop repair hours. In the event of extenuating circumstances, please let principals know and we look at other options (return postage envelope, etc.)

What if there are questions about exceptional education services (Special Education, High Ability, English Language services)?

Contact the building principal, teacher, or teacher of record for assistance.

What if additional services are needed?

Contact the building principal who will assist with linking a student/family to services such as a school counselor, Community in Schools, Centerstone, etc.

What about preschool?

Preschool instructors have been gathering resources and activities to share and have been reaching out to parents individually with information. If you have questions or have not received information, please contact the preschool instructor.

When can students gather their belongings from the building?

The buildings are closed and the travel ban issued by the Governor is still in effect. We will continue to monitor the situation and announce any changes.

Can the school playground still be used?

All buildings, including playgrounds and basketball courts, are closed at this time and should not be used. This is for safety purposes to encourage social distancing and discourage cross contamination.



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Will RCS still have summer school?

The buildings are closed and the travel ban issued by Governor Holcomb is still in effect. If this changes, it is possible for there to be some type of summer school offering. We will continue to monitor the situation and announce any changes.

What about prom and graduation?

We will continue to monitor the situation and determine if this will be a possibility.

How can a work permit be obtained if the high school is closed?

The Department of Labor has suspended the requirement for employers to have a work permit for minors they employ on file. Therefore, the Department of Labor and the Bureau of Child Labor inspectors will not hold employers responsible to have a work permit on file for minors employed between now and May 1. We will continue to monitor for updates as the May 1 date approaches.

What if I have called the school, but have not been able to get in touch with anyone?

The buildings are closed and staff is working from home. The best way in contact principals and teachers is through email, Canvas, or Class Dojo. The main RCS switchboard number 765-973-3300 can still be used. Please note the receptionist is not on duty, but messages are checked weekly.