

AUGUST 2020



E.T. RICHARDSON MIDDLE SCHOOL

Hello ETR Families.

On behalf of the Administration, Faculty and Staff – welcome back to another school year at E.T. Richardson Middle School. We wish to take this opportunity to provide you with as much information and as many details as possible about the virtual learning program we will be following to start the school year. Our teachers and support staff are working diligently to construct a virtual learning platform that will meet the many needs of our learning community.

There are many factors that we will be addressing as we prepare for your return. We are working to provide a user friendly and accessible learning platform with structured and engaging learning experiences and balanced off- and on-screen time to limit technology fatigue. Students and parents will have access to teachers, counselors, and support staff to assist through the virtual learning process and allow us to be responsive to the unique circumstances within each household.

While the current plan for virtual learning is short-term, our goal is to construct the most meaningful, engaging and supportive experience possible to get all of us back in the mindset and mode of school and learning. Contained within this document are all pertinent details about the day-to-day experiences for students.

We hope and trust that we will be back in school very soon, return to the building, and get back to our regular routine.

Regards,

Dr. Daniel Tracy, ETR Principal

Mr. Walter Hartshorn, ETR Assistant Principal

Mrs. Megan Scelfo, ETR Assistant Principal

Strategies as a Virtual Student



The launch of our 2020 school year provides students with the opportunity to prepare their mindsets with a focus on thinking, learning, and engaging in their course of studies. Here are strategies to support student success in the virtual learning community:

Focus your mindset on learning: Set your goals with a positive mindset and a motivation to succeed. Be an active learner in each of your courses and come into your classroom communities each day rested, organized and primed to engage in your learning.

Preparation: Define a workspace for success. Set your Chromebook, notebook(s), course materials, and pens/pencils in your space. Ensure you are wearing appropriate clothing. Be knowledgeable of and accountable for the Addendum to the Springfield School District [Acceptable Use Policy](#).

Attendance: Be prepared and signed in to your Canvas account by 8:00 am each day for the start of period 1. There is a 5 minute transition between periods for you to refresh and transition. Students are responsible to be present in each class period at the start of class and remain in attendance for the entirety of the period encompassing all synchronous and asynchronous time.

Participation: Student participation in class activates thinking, curiosity and engagement. Students must also be accountable to specific coursework requirements each class period as a required component for attendance.

Daily Student Schedule Overview

6th		7th		8th	
1	8:00 - 8:55	1	8:00 - 8:40	1	8:00 - 8:55
2	9:00 - 9:55	2	8:45 - 9:25	2	9:00 - 9:55
3	10:00 - 10:40	3	9:30 - 10:25	3	10:00 - 10:55
4	10:45 - 11:25	4	10:30 - 11:25	Office Hours	11:00 - 11:25
Lunch	11:30 - 12:30	Lunch	11:30 - 12:30	Lunch	11:30 - 12:30
5	12:30 - 1:25	5	12:30 - 1:25	4	12:30 - 1:25
6	1:30 - 2:25	6	1:30 - 2:25	5	1:30 - 2:10
Office Hours	2:30 - 3:30	Office Hours	2:30 - 3:30	6	2:15 - 2:55
				Office Hours	3:00 - 3:30

- The student day begins at 8:00 am with students meeting their period 1 teacher in their Zoom classroom.
- Teachers execute synchronous instruction with all students at the start of each class period. A balance of asynchronous and synchronous student work blends into each class period. Daily instruction will include a formative assessment/performance of understanding within each lesson.
- A 5 minute transition time is placed between each period
- A one hour common lunch/technology break district-wide is regarded from 11:30 am to 12:30 pm. There is no expectation of work/interaction to take place during this time.
- The student day concludes at 3:30 pm with opportunity for students to work with their teachers during Office Hours for an hour total within the school day.

Individual Student Schedules

Individual student schedules will be sent in an email to parents the week of 8/31.



Canvas

- The district has adopted the Canvas platform as our learning management system. Canvas allows a more robust virtual learning experience for our students, with a combination of synchronous (face-to-face) and asynchronous (independent) learning opportunities in a safe online environment.
- The Canvas platform is new for our students and families. Our technology department is currently creating instructional videos to introduce Canvas to our students. The teachers will also instruct students on Canvas once school starts, as they did with the platforms we used in the spring. You can also find tutorials and more information about the platform using the links on page 7 of this document.
- Teachers will help students learn and navigate the system during the first day(s) of school.

Zoom

- All teachers will have personal Zoom accounts for live/ synchronous instruction and meetings. The Zoom links will be included in the Canvas platform so students can easily access the teachers' live instruction.

STUDENT ACCOUNTABILITY



GRADING

- Teachers will design a variety of assignments and tasks best suited to facilitate active engagement with course content in both synchronous and asynchronous settings.
- Teachers will provide individual, timely, and meaningful feedback on learning.
- In addition to regularly assigned tasks and assessments, students will complete a daily exit ticket at the close of each period.
- Students will receive homework for core classes only. Cycle area classes, with the exception of World Languages, will not require work outside of the virtual school day.
- Students will receive numeric grades in all classes similar to in-person instruction.

ATTENDANCE

Students will be accountable to attending all classes throughout the virtual day. A student will be counted as present for a class if they both attend the zoom meeting and submit their assignments for the day's lesson.

Materials Distribution

Materials, including Chrome books for 6th grade, will be distributed to each grade level on the dates indicated below. We will also collect forms from the ETR mailing at this time. Beginning Wednesday August 19, please sign up for a time using the links provided.

6th Grade: Sign up for a time Monday, August 31st [here](#).

7th & 8th Grades: Sign up for a time Tuesday, September 1st or Wednesday, September 2nd [here](#).

Sports & Clubs

ETR will host after school clubs & intramural sports. Communication about which activities will be offered and how to sign up is coming soon.

Resources and Support

[1.\) Canvas Overview for Students](#)

[2.\) Canvas Overview for Parents](#)

[3.\) Additional Canvas Support Guides](#)

[4.\) SSD Acceptable Use Policy](#)

[5.\) SSD Online Learning Tips](#)

