

11 November 2020

Dear Families,

Due to the recent climb in COVID-19 cases (please see the district's website for a COVID Dashboard regarding specific numbers by building) and the required contact tracing, we have had to make the tough decision to move to 100% Remote Learning for all students grades PreK-12. We feel confident that our students and staff have prepared for this change in instructional delivery due to our Friday Remote Learning days. Please know that this learning plan is different from what we did last spring. Students will be **required** to do the work and login at certain times of the day as teachers will be providing new instruction and learning materials.

Those students who are already enrolled in virtual learning through either Lincoln Learning or Edgenuity will have no changes in their daily schedule. Courses will continue as usual and contacts with your mentor will still be extremely important. CTE at Three Rivers and GOCC will continue to run as normal and Dual Enrollment students will be contacted by their instructor.

Attached, you will find our Learning Plans for each building. For the elementary school, your child's class-specific schedule will be distributed later this week, but all new learning will take place each day between 9am and 12:30pm. At the middle/high school, all new learning will take place daily between 9am and 1pm. In addition, your child may be given homework each day to keep them on pace. **For the remainder of this week we will follow our Friday virtual schedule in both buildings. The Monday-Thursday learning schedule will begin on Monday, Nov. 16th.**

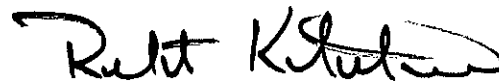
Please know that moving to 100% Remote Learning is not something we take lightly. At this point, due to positive cases and/or contact tracing and quarantining, we are unable to provide the safe face to face learning that we know is best. We will follow the Health Department's guidelines for return, which has been set tentatively for **Monday, November 30th, 2020.**

Please continue to communicate with us any issues you are having and any questions that may arise. By working together, we will all get through this!

Sincerely,



Leasa Griffith
Superintendent/Elementary Principal



Robert Kretschman
Middle/High School Principal



Superintendent/Elementary Principal
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M/S H/S Principal
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Please use the following as a guide for our Remote Learning - to start :

Mendon Community Schools Remote Learning Plan for COVID-19 Shutdown

Component	Description of Component
Family Support	<ul style="list-style-type: none">● Students will automatically be enrolled and remain in their classes and new instruction will be provided following a daily schedule.● Utilize teacher office hours to check in on student progress as well as use of PowerTeacher/Google Classroom/SeeSaw.● While we understand that internet connections and technology can be unreliable at times, we encourage communication to teachers and the school. We will certainly be flexible and work with students as issues arise.
K-5 Instruction	<ul style="list-style-type: none">● Students will have required, scheduled times to be online with their teacher to receive instruction each day. Teachers will reach out to families with individual classroom schedules.● Teacher office hours will be from 8am-9am and 12:50pm -1:30pm. This time can also be used for small group or individual instructional sessions.● Videos may also be posted for those who are unable to join during the scheduled time and submission of the work will count for attendance, but it is very important for students to check in daily to keep up with the curriculum.● In some rare cases, a paper packet may be made available to students for remote learning. These are not ideal.● If no internet options are available at your home, students may be asked to access the internet from an alternative location - the school parking lot for example - other options will also be available.● Students and parents are able to email questions and post questions in Google Classroom/SeeSaw platforms.



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6-12 Instruction

- Students will have a required time to be online with their teacher to receive instruction. Materials will be posted for those who are unable to join during scheduled time and submission of the work will be required to count for attendance and grading purposes, but it is very important for students to check in with each class daily to ensure they are keeping up with the curriculum.
- In some cases, a paper packet may be made available to students for remote learning but as a last resort.
- If no internet options are available at your home, students will be asked to access the internet from an alternative site - for example, from the school parking lot, or other options may be made available.

Scheduled times for instruction are below:

- **Monday-Thursday Virtual Learning Schedule (starting 11/16)**

- Teacher Office Hours 8:00-9:00am
- 1st Hour 9:00-9:25
- 2nd Hour 9:30-9:55
- 3rd Hour 10:00-10:25
- Break Time 10:25-11:00
- 4th Hour 11:00-11:25
- 5th Hour 11:30-11:55
- 6th Hour 12:00-12:25
- 7th Hour 12:30-12:55
- Teacher Office Hours 1:00-2:00 pm
- Teacher Plan Hour 2:00-3:00 pm

- **Friday's Remote Learning Schedule is as follows:**

- Teacher Office Hours 8:00-9:00am
- 1st Hour 9:05-9:25
- 2nd Hour 9:30-9:50
- 3rd Hour 9:55-10:15
- Break Time 10:15-10:25
- 4th Hour 10:25-10:45
- 5th Hour 10:50-11:10
- 6th Hour 11:15-11:35
- 7th Hour 11:40-12:00
- Teacher Office Hours 1:00-2:00 pm
- Teacher Plan Hour 2:00-3:00 pm

** Please note the schedule is modified on Fridays so staff can attend professional development sessions as well as Department meetings and student assistant team meetings.*



<p>6-12 Instruction</p>	<ul style="list-style-type: none"> • Students will be required to complete assigned homework in the hours they are not required to meet with teachers much like they would during a normal daily schedule. • If a student fails to attend the sessions, they will be required to submit an assignment to count for their daily attendance.
<p>Technology</p>	<ul style="list-style-type: none"> • Student work will be submitted in a digital format. • The District has provided Chromebooks to students • If there are any issues with Chromebooks, please contact Mr. Kretschman via email rkretschman@mendonschools.org or Mr. Wenzel at the elementary via email bwenzel@mendonschools.org or you can call the respective building. • If there is no internet access available, the district <u>may</u> be able to provide a hotspot if 4G cell phone service is available. Please understand however that these are limited and in very high demand throughout the country.
<p>Special Education and Literacy Services</p>	<ul style="list-style-type: none"> • Students who receive special education or literacy services will be contacted by their special education or literacy teacher to discuss how students will have access to services..
<p>Athletics/ Extracurricular Activities</p>	<ul style="list-style-type: none"> • The district will follow recommendations set forth by the health department and evaluate safety procedures if athletics and extracurricular events are allowed to continue.
<p>Communication</p>	<ul style="list-style-type: none"> • Parents are encouraged to reference the District website and Facebook page for school updates. PowerSchool, Google Classrooms, Class Dojo, SeeSaw, etc. for student progress and reach out to teachers and administrators with questions via email and/or phone.



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