



REED CITY MIDDLE SCHOOL

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Dave Carlson Principal | Amy Decker Counselor

Administrative Assistants: Jessica Frederick | Cathy Baker

RCMS Coyote Family,

With the prior closures in the recent past at GT Norman and the middle school, we wanted to get you the remote learning plan for **IF/WHEN** we need to close due to COVID-19.

Our learning plan will be a synchronous experience, meaning students will need to log into Google Classrooms for each class, at the times outlined in the schedule below. Teachers will hold virtual classes via Google Meet (video conferencing) to instruct their students. Attendance will be taken each hour during the Google Meet time. If students cannot login for the synchronous learning experience, they need to check their google classroom to keep up to date on classwork. Please reach out to your teachers through email if you have questions.

Here is the daily schedule for remote learning, students will not be responsible for homeroom or academic success/enrichment classes, when we are in the remote learning environment:

(Monday, Tuesday, Thursday, Friday - Wednesday will be catch-up, extension, or reading day)

	5th	6th	7th	8th
9:00	Announcements	Announcements	Announcements	Announcements
9:15-9:45	First Hour	First Hour	First Hour	Rotation (First Hour)
10:00-10:30	Second Hour	Second Hour	Rotation (Second Hour)	Second Hour
10:45-11:15	Rotation (Third Hour)	Fourth Hour	Third Hour	Third Hour
11:15-12:00	Lunch	Lunch	Lunch	Lunch
12:00-12:30	Fourth Hour	Rotation (Fifth Hour)	Fifth Hour	Fifth Hour
12:45-1:15	Fifth Hour	Sixth Hour	Seventh Hour	Sixth Hour
1:30-3:00	Teacher Office Hours and Individual Help	Teacher Office Hours and Individual Help	Teacher Office Hours and Individual Help	Teacher Office Hours and Individual Help

We do understand that this schedule may not meet the needs of all of our students due to parent availability, lack of connectivity, or restrictions due to other circumstances out of your control. We as a building will deal with each of these situations on an individual basis due to the ever changing nature of the situation.

There are some general expectations that will help your student be successful in the remote learning environment:

Parents	Students	Success
<ul style="list-style-type: none"> ● Create a space for my student to learn daily ● Encourage and support their daily learning ● Monitor child’s success <ul style="list-style-type: none"> ○ Check Skyward for grades ○ Ask questions about their progress and struggles ● Read communications from school ● Communicate with school 	<ul style="list-style-type: none"> ● Use school issued device to access class materials through Google Classroom ● Communicate twice a week with their teacher via Google Meet/email/interactive video/other means of electronic communication ● Complete assigned work ● Receive social emotional support 	<ul style="list-style-type: none"> ● School and home work as a team ● Attend to weekly requirements ● Attend classes Monday, Tuesday, Thursday, Friday ● Follow the schedule ● Ask questions as necessary

Questions to ask your students to check their academic progress:

- Are you checking Google Classroom/school email two times a day?
- Are you able to open your assignments/materials within Google Classroom?
- Do you know how to submit assignments?
- Are you checking in with teachers for your weekly attendance?
- Are you putting forth the proper effort to be successful?
- Are you reaching out for help when needed?
- Please list any other questions you have. (Then email their teachers)

We know this is a difficult time for everyone. We thank you for your understanding and grace as we navigate this pandemic.

Sincerely,

Dave Carlson
RCMS Principal