



**Richards Middle School  
Remote Learning  
2020-2021**

**Grades 7<sup>th</sup> – 8<sup>th</sup>  
Guidelines and Expectations**

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## Introduction

Fraser Public Schools has developed a curriculum that is comprehensive and challenging for our students. Student learning and student success are the focal point for instruction. Our staff continues to refine and improve the curriculum, teaching techniques and learning opportunities for our students.

Participating in a remote learning environment can be difficult. This booklet outlines important procedures and expectations of our secondary remote learning program to help students and parents find success. It is important to note that students will receive direct instruction from Fraser teachers. In addition, students should be self-motivated learners and commit to:

- Successfully complete the Fraser Remote Orientation course in Blackboard
- Regularly attend and participate in daily virtual classroom activities and lessons
- Follow course expectations, deadlines, and due dates
- Communicate weekly with your teacher via email or GoToMeeting
- Maintain academic integrity when working on all course work
- Designate a learning space in the home that is free of distractions and all materials are easily accessible
- Understand final grades will be issued for all courses

The administrative staff and counseling department are available to assist students and parents. Appointments and/or phone calls may be made to discuss issues or concerns. Do not hesitate to contact if you need assistance.

### Richards Middle School Main Office Leadership Team

Administrator	Position
Mr. Huston Julian 439-7495	Principal
Mrs. Kris Robinson 439-7494	Assistant Principal
Mrs. Stacie Brodi 439-7404	Student Services Coordinator

### Richards Middle School Counseling Team

Counselor	Student last name(s):
Mr. Mike Ermanni 439-7465	A - K
Mrs. Lynn Zaglaniczny 439-7464	L - Z

The material contained in this book is constantly subject to review. The faculty, administration and the Board of Education are always striving to keep the Richards Middle School curriculum purposeful.

## Richards Middle School Remote Learning Procedures and Expectations

### **Attendance**

All Fraser Public Schools students are required to adhere to the attendance policy. Attendance is measured in three ways:

- Student is in attendance for virtual synchronous instruction with teacher
- Student is making progress and up to date with course assignments
- Student participates in weekly 2-way communication with assigned teachers

Failure to regularly attend classes will result in written documentation and notification to administration. If an extended absence becomes necessary, written communication with student's counselor and administrator is required. Continued absences will require Fraser to file truancy.

### **Count Day**

All Fraser Public Schools remote learning students are expected to be in attendance for all virtual courses on count days. This year, Count Day occurs October 7, 2020 and again February 10, 2021.

### **Teacher Communication**

All Fraser Public Schools students are required to maintain weekly two-way communication with his/her teacher throughout the semester for all courses. Communication may be in person, via email, within a GoTo meeting, or by successful completion of course assignments. Exceptions are during school breaks. Failure to communicate with teachers will result in documentation to administration. Continued absences will require our Richards Middle School staff to file truancy.

### **Types of Learning to Expect in Fraser's Remote Learning Environment**

<b>Synchronous</b>	<b>Asynchronous</b>	<b>Unplugged</b>
<p>This type of learning is done with a teacher <b>online</b> (live) at a designated time:</p> <ul style="list-style-type: none"><li>• Live content mini-lessons</li><li>• Lesson follow up</li><li>• Assignment check-in</li><li>• Online discussions</li><li>• Teacher read-alouds</li><li>• Live reflections</li><li>• Digital games</li></ul>	<p>This type of learning can be done by students digitally at any time during the day without the teacher present:</p> <ul style="list-style-type: none"><li>• Teacher-recorded content mini-lessons</li><li>• Tasks assigned from a website</li><li>• Expert videos (view and respond)</li><li>• Recorded reflections</li></ul>	<p>This is time spent on activities that require little to no technology:</p> <ul style="list-style-type: none"><li>• Journals/Workbooks</li><li>• Writing pieces</li><li>• Performance tasks</li><li>• Nature/backyard exploration</li></ul>

## **Schedule**

Richards Middle School students during this remote learning period will follow Fraser Public Schools district calendar as well as the Richards Middle class schedule. Teachers will provide synchronous and asynchronous learning opportunities during scheduled class times. In addition, teachers will be available for additional help during scheduled class time.

## **RMS Seminar**

All Richards Middle School students will have Seminar daily. Students are expected to have 2-way communication during this time with their seminar teacher according to the daily schedule of that given day.

## **Academic Integrity**

All Fraser Public Schools students virtually are expected to exhibit academic integrity in all aspects of their education. Academic integrity means making a sincere effort to learn, and avoid cheating, plagiarism, and other forms of academic dishonesty. Academic integrity violations will be a written referral to administration where the student code of conduct will be enforced.

## **State Testing**

All Fraser Public Schools students are required to take all appropriate grade-level state assessments. You must appear at the designated location, date, and time to take your state assessments.

- 7<sup>th</sup> Grade:
  - **MSTEP Math and English Language Arts** is a *required* to assess student knowledge on state standards administered in the spring of 7<sup>th</sup> grade year
- 8<sup>th</sup> Grade:
  - **PSAT 8/9** is a *required* preliminary version of the SAT that test for college readiness and AP Potential administered in the spring of 8<sup>th</sup> grade year
  - **MSTEP Science and Social Studies** is a *required* to assess student knowledge on state standards administered in the spring of 8<sup>th</sup> grade year

## **Technology**

Any Fraser Public Schools student using equipment (computer, iPad, internet, etc.) owned by Fraser Public Schools, agrees follow the [MacBook/ iPad student and parent agreement](#) . Students must contact the tech department if they are having technology issues. Any Fraser Public School property, including but not limited to laptops, iPads, and power cords must be returned to Fraser Public Schools within 5 days of the end of the school year or upon transferring out of Fraser Public Schools. Failure to return Fraser Public School property may result in legal action.

## **PowerSchool Parent Portal**

The Parent Portal application offers parents the opportunity to access real-time student information, such as grades, attendance, and class information. An Internet connection and email address is the only requirement to use this tool. All student information is delivered securely and can only be viewed by using the username and password information provided by your child's school. For assistance please contact Richards Middle School Main Office at 439-7400.

### **Athletics**

All Richards Middle School students are permitted to participate in Athletics. These opportunities will occur for the 20-21 school year as permitted by state and local guidelines for the reopening of our schools and CDC recommendations. Please contact the athletic department with any questions and to ensure eligibility. Check the [Fraser Athletics Webpage](#) for more information.

### **Clubs and Other Extra-Curricular Activities**

Richards Middle School students are permitted to participate in after-school and other extra-curricular activities provided they meet eligibility requirements. These opportunities will occur for the 20-21 school year as permitted by state and local guidelines for the reopening of our schools and CDC recommendations.

[List of Richards Middle School Clubs](#)

### **Student Code of Conduct**

All Richards Middle School students must abide by the rules and procedures outlined in the Fraser Public Schools Student Code of Conduct and Acceptable Use Policy.

[Student Code of Conduct and Acceptable Use Policy](#)

### **Richards Middle School**

More information regarding Richards Middle School can be found from the below links:

Richards Middle School Program of Study and Face to Face Course Catalog:

[Program of Study 2020-21](#)

Richard Middle School Virtual course catalog:

[Richards Middle School Virtual Course Catalog](#)

## Richards Middle School Remote Learning Grading Information

Richards Middle School remote learning period will follow the same grading procedures as our traditional face-to-face program. Students are expected to follow all course procedures and assignment deadlines. All grades will count towards quarter and semester grades

### Richards Middle School Course Grading Scales:

Final course grades are determined based on the below grade scales:

#### RMS Course Grading Scale

Grade	Percentage
A	94 - 100
A-	90 - 93
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	< 60

## **7<sup>th</sup> and 8<sup>th</sup> Grade Course of Study Requirements**

There are seven periods in a school day. Four periods will consist of the following Core Academic

### **Classes:**

\* Math \* Language Arts

\* Science \* Social Studies

One period will consist of seminar course and lunch period.

The remaining two periods will consist of exploratory classes and other required classes \*.

All 7<sup>th</sup> grade students must take our Quest course **(20 weeks)**. \*

### **Exploratory Classes:**

Physical Education **(20 weeks)** \* Life Skills **(10 or 20 weeks)**

Computer Literacy **(10 or 20 weeks)** \* Art **(10 or 20 weeks)**

Woods Technology **(10 or 20 weeks)** Band **(20 or 40 weeks)**

Choir **(20 or 40 weeks)**

7<sup>th</sup> Grade Band and full-year Choir students will take Band or Choir (40 weeks), Quest (20 weeks), and a choice of 20 weeks of either: Physical Education or Computer (10 weeks) plus one other 10 week elective.

7<sup>th</sup> Grade Non-Music Students will be scheduled into all the exploratory classes except Band and Choir. They will have an option of taking Choir (20 weeks) instead of two other 10 week electives.

## **Appendix List**

Appendix A – Profile of a Successful Online Learner

Appendix B – At Home Learning: Student Tips

Appendix C – At Home Learning Parent Tips

## **Profile of a Successful Online Learner**

Instructors with years of online teaching experience agree that students who have successful, satisfying experiences learning online share several critical characteristics.

Review these characteristics and answer these questions for and with potential online learners.

- **Good Time Management:** Can the student create and maintain a study schedule throughout the semester without face-to-face interaction with a teacher?
- **Effective Communication:** Can the student ask for help, make contact with other students and the instructor online, and describe any problems she/he has with learning materials using email, text messaging and/or the telephone?
- **Independent Study Habits:** Can the student study and complete assignments without direct supervision and maintain the self-discipline to stick to a schedule?
- **Self-Motivation:** Does the student have a strong desire to learn skills, acquire knowledge, and fulfill assignments in online courses because of an educational goal? Can she/he maintain focus on that goal?
- **Academic Readiness:** Does the student have the basic reading, writing, math and computer literacy skills to succeed in the class?
- **Technology Prepared:** Does the student know how to open, create and/or save a document; use various technology tools (e.g., dictionary, thesaurus, grammar checker, calculator); and identify various file formats (e.g., doc, xls, pdf, jpg)? (from Michigan Educational Technology Standards for Students 2009).

Adapted from: [State of Michigan Mentor Teacher Log](#)

## At Home Learning: Student Tips

- \* Set a wake-up time each day
- \* Eat healthy meals and snacks
- \* Include physical exercise each day
- \* Set academic times for schoolwork
- \* Include rest and quiet time
- \* Make time for friends and family
- \* Set a healthy bedtime

## At Home Learning: Daily Student Routine

### 1 - Identify a place to study

- Avoid TV, phones, and other conversations
- Find a comfortable place to sit upright and organize your materials
- Let other people around you know it's your study time



### 2 - Set a school work schedule. *What will your day look like?*

- Think about your day. When is the best time for school work?
  - Consider other responsibilities you have: babysitting, work, chores, etc.
  - Consider your free time and plan that in, too
  - Plan your day. Decide when you will do homework. Commit to that time.
- Take breaks as needed



### 3 - Determine your tasks for the day

- Log into Blackboard each day
- For each class, determine what your tasks/assignments are for that day
- Work on one class at a time to complete the task/assignments that have been posted for the week



### 4 - Complete the tasks

- Remember to turn your task/assignment in to your teacher
- Need assistance?
  - Reach out to fellow classmates
  - Join your teacher's scheduled GoTo Meeting
  - Reach out to your teacher via email. Remember, your teacher is not 'on call'. Be patient waiting for a response.

## At Home Learning: Parent Tips

	<p><b>Set up a learner-friendly area</b></p> <p>Make sure your child has a well-lit place to complete homework. Keep supplies within reach.</p>
	<p><b>Schedule a regular study time</b></p> <p>Set a time of day for school work. Some kids work best in the morning while others may prefer the afternoon. Set a time that works for your family.</p>
	<p><b>Help them make a plan</b></p> <p>Encourage your child to break up the work into manageable chunks and take breaks as necessary. Create a work schedule for the day.</p>
	<p><b>Keep distractions to a minimum</b></p> <p>Reduce or eliminate TV, loud music, or phone calls.</p>
	<p><b>Make sure kids do their own work</b></p> <p>Children will learn when they think for themselves. Parents can make suggestions and help with directions.</p>
	<p><b>Be a motivator and monitor</b></p> <p>Ask about their school work. Give encouragement, check completed homework, and make yourself available for questions and concerns.</p>
	<p><b>Set a good example</b></p> <p>Does your child ever see you diligently working on something or reading a book? Be a good role model.</p>
	<p><b>Praise their work and efforts</b></p> <p>Praise their efforts in learning at home.</p>
	<p><b>Get help when needed</b></p> <p>Encourage your child to reach out to friends in their class with questions. Contact the teacher when needed.</p>

Adapted from: <https://kidshealth.org/en/parents/homework.html>