



Richmond Community Schools

300 Hub Etchison Parkway
Richmond, IN 47374

August 7, 2020

Parents and Guardians,

The administration and teachers at Richmond High School have worked hard to plan a way for students to learn at home as part of our Virtual Learning option. Although Virtual Learning is new to us, we feel that we are going to be able to offer your child a learning experience that is as close to normal as possible during the 2020-2021 school year.

Choosing virtual means that your child's schedule will be different from their schedule if they were to attend class in person. Students who have chosen the Virtual Learning option will be enrolled in most of the classes that they requested last spring, however we have had to make some changes to some schedules. If you have any questions about your child's schedule please contact the counseling department.

Most core classes may be completely virtual, meaning that everyone in the class is taking the class from home, while some of your child's classes may be with students who are at the high school in a classroom. Some of the instruction that your child gets might be uploaded into Canvas a day or two after the instruction was given in the classroom. Some days your student will have live instruction; other days the instruction may be accessed at any time of day. The important thing is that students need to log into Canvas every day to make sure they are not getting behind and so that they are not counted absent. Your child will use a Google Form to submit that they are present for every class. They need to do this **each day before 3:00 p.m. to be counted as present.**

Assignments need to be done in a timely manner. Due dates will be determined by the instructor based on what is taking place in their class.

Students will need to be able to log on and possibly participate in a live discussion or Google Meet with their teacher and classmates from 8:30 a.m. to 3:30 p.m. Monday through Friday. And although students can complete some of their assignments outside the normal school day, teachers will be instructing and providing support during normal school hours. For the first two weeks of school, no live class attendance will be required. After that, teachers will begin providing live instruction at least 2 days per week.



If your child is having trouble with their school issued laptop they will need to drop it off at the school office. At this time we will not be supplying a loaner laptop, but issues with laptops with virtual students will be given high priority. We recommend that you consider purchasing insurance for your device. If you have purchased insurance in the past you will need to purchase it again for the 20-21 school year.

If at any time you have questions or concerns, please be sure to contact your child's classroom teacher. Please make sure your child is checking their school email and Canvas for updates so that they stay connected with teachers and school information. As a parent we encourage you to create your own parent account so you can observe your child's classes and stay connected as well.

Thank you for your patience and understanding. We are doing our best to make the Virtual Learning experience a positive one for your child.

Sincerely

A handwritten signature in black ink that reads "Rae Woolpy". The signature is written in a cursive style and is enclosed within a thin black rectangular border.

Rae Woolpy
Principal
Richmond High School