Remote Learning will begin Tuesday, November 17 and run through Friday, December 4, 2020.

REMOTE LEARNING GOALS
- Ensure a safe, equitable, and flexible learning environment and conditions for all students, staff, and families
- Carry on a sense of normalcy and connection with students/school
- Continuation of learning
- Protect students and staff from exposure until it is safe to return to face-to-face instruction and athletics/activities

Remote learning is used when school is closed and attendance presents a health risk to students and staff due to increased positive COVID cases and close contact quarantine numbers. The current COVID health risks will be reassessed on December 4 to determine next steps and learning model.

Coronavirus (COVID-19) is a virus that is spread even before individuals show symptoms. It spreads from person-to-person through droplets created when we cough, sneeze, talk, sing, or laugh. Thus, it is ever important for all students, family members, and staff to closely watch for symptoms outside of their baseline and to stay home if they are ill. If symptoms occur, please contact your medical provider to request testing and inform building administration immediately.

As we are seeing a significant rise in positive cases and close contacts, please remember to do the following to slow the spread of COVID-19, protect yourself and others, and return to face-to-face instruction and athletics/activities as soon as possible:

- Stay home when ill.
- Wear a face covering when in public.
- Socially distance six feet or more when possible.
- Wash hands frequently with soap and water. Use hand sanitizer if soap and water are unavailable.
- Clean frequently touched surfaces such as doorknobs, keyboards, desks, tables, etc.
- Limit unnecessary travel, events, and gatherings with others.
- Contact NRHS Attendance line or Main Office to inform us if your student has symptoms or tests positive for COVID-19.

REMOTE LEARNING SCHEDULE

Students are required to Zoom in and attend each of their scheduled classes daily (Monday - Friday per school calendar) in real time at the scheduled times. Attendance will be taken.

<table>
<thead>
<tr>
<th>Period 1</th>
<th>7:35 - 8:05 am</th>
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</thead>
<tbody>
<tr>
<td>Period 2</td>
<td>8:10 - 8:40 am</td>
</tr>
</tbody>
</table>
REMOTE LEARNING / ZOOM CLASSROOM EXPECTATIONS

- **Zoom Rules for NRHS Students:**
  https://docs.google.com/document/d/1X4UWCf8pTsyTqXZoE_PjiCRMwvjpWHoGVkOsKzPHsWM/edit
- All standard attendance, tardy, grading, and late work practices and policies will be followed. Statewide attendance and truancy policies remain in effect. Teachers will outline more specific information and expectations in their class syllabus.
- Google Classroom, school email, Zoom, and Skyward Gradebook will be used by all teachers as the main platforms for communication, assignments, remote learning, and grade reporting.
- Students are required to Zoom in and attend each of their scheduled classes daily (Monday - Friday per school calendar) in real time at the scheduled times. Classes are shortened to 30 minutes.
- Students should enter their first and last name in the display so the teacher can identify them.
- Students should dress appropriately and have their video on so the teacher can see them to verify attendance.
- Students are required to enable video when they Zoom in so teachers can see them, interact, and to take attendance.
- **Students who have poor internet connectivity and are unable to Zoom in to class should join class by calling in.**
- All teachers have established two hours of remote office hours in the afternoon when they are available to take phone calls, reply to emails, etc. Please check with your teacher for specific times.
- Afternoons used for asynchronous instruction/learning:
  - Students meet online with teachers for support 1:1 or in small groups. Please see your teachers office hours or arrange with your teacher.
  - Students work on assignments, group work, projects, work experience, etc.
- Regular Study Halls will NOT meet during Remote Learning. Students do not attend class.
- **Success Study Halls WILL meet to check-in with students. Students are required to attend. Attendance will be taken.**
- Please contact your teacher, counselor, or administration with questions, concerns or for help.

STUDENT ATTENDANCE

- All standard attendance, tardy, absence, and truancy practices and policies remain in place and will be followed.
- Student will be marked tardy if they arrive (Zoom in) late during the first 10 minutes of class. Student will be marked absent if s/he is a no show, arrives (Zooms in) after the first 10 minutes of class, or leaves class early without teacher permission or an excuse.
- **If a student is absent, parents must still call the Attendance Line to excuse the absence.**
• **Students in quarantine are expected to Zoom into classes and complete assignments.** If too sick to attend Zoom classes, parent must excuse the student through the attendance office.

• **Students out sick will join class remotely as able from home or as arranged by the teacher.** Check with your teacher for the Zoom meeting link to use.

• **If a student is absent from class, it is their responsibility to contact the teacher for missed or make-up assignments.**

• **Make-up Work (per NRHS Handbook):** For the first single day of an **excused** absence, the student will have TWO days in which to complete the make-up work. Each additional day of consecutive, **excused** absences will be provided ONE day to complete make-up work. For example, if a student was absent three days, s/he would have four days upon return to class to make-up work. Individual circumstances could be such that a teacher may extend the time limit. Teachers may also require students to make-up time missed for required activities (i.e. PE, Science lab, Foods lab, etc.) that cannot be completed outside of class.

• **During Remote Synchronous Learning, no students are allowed to attend NRHS unless approved by administration.**

• **At this time, students are not allowed in the building to use our wi-fi connection.** These students can call in to the Zoom classes or use the City of New Richmond’s hotspots or NRHS wi-fi from the parking lot. Parents should contact principal Tom Wissink directly with questions or to let him know you do not have internet access, the above options are not working, and your student would benefit from NRHS providing access. We will then review level of need and work on a plan to support these students.

**STUDENT BEHAVIOR**

All classroom, school, NRHS Handbook, and District expectations, rules, policies and disciplinary consequences remain in place.

**WORK RELEASE EXPECTATIONS**

- School is the priority. Work experience students are expected to adjust their work schedule so they can attend scheduled classes during the week.
- Work release is a privilege and extension of the classroom. If you abuse it to miss school, it can be revoked.
- If you have a conflict that cannot be resolved, see Mrs. Huber, your counselor, or administration immediately.
- If you miss class, it is your responsibility to contact your teacher for make-up work.

**CURBSIDE MEALS PICKUP**

- These meals are available to all 6-12 students and any K-12 student who is temporarily quarantined.
- Each student will receive a meal bag including heat-and-eat breakfasts and lunches for the week. These meals are 100% free for all students.
- Sign-ups will be communicated weekly. The following sign-ups are available now:

  **Week 1 Sign-Up**
  Friday, November 13 from 9:00 am – 1:00 pm

  **Week 2 Sign-Up**
  Tuesday, November 17 from 3:00 – 5:00 pm
Thank you for helping us serve the students of New Richmond School District! Please contact School Nutrition with any questions at 715-243-1714 or kate.watkins@newrichmond.k12.wi.us

SOCIAL AND EMOTIONAL SUPPORT

- Instruction will focus on building positive relationships, connectedness, and support
- School counseling, mental health supports and resources will be available on-site, face-to-face, and remotely/virtual.
- We will continue to identify and follow our referral process for individuals who need support.
- Students and parents are encouraged to reach out to counselors for support or refer struggling students.
- NRHS Counseling Link: https://www.newrichmond.k12.wi.us/Domain/1398
- If you or someone you know has a mental health emergency or any other urgent matter, please contact one of the following:
  - Dial 911 - they can provide a welfare check, or connect you to a mental health crisis line & other resources.
  - Text 741-741 or
  - National Suicide Prevention Lifeline 1-800-273-TALK (8255)

ACADEMIC AND TECHNOLOGY SUPPORTS

- Teacher one-on-one or small group tutoring via Zoom available in the afternoon. Contact teacher to arrange.
- Special Services IEPs, accommodations, and supports remain in place.
- BARR Program for 9th graders and Success Study Hall remain in place.
- SPARK Tutors and Student-to-Student Mentors remain in place either face-to-face or remotely.
- Technology support and resources page: https://www.newrichmond.k12.wi.us/Page/8871
- Chromebooks should be turned off and powered down when not in use to preserve the battery life and make it through the school day.
- Hard copies, while not as effective, will be provided as a last option as needed with teacher/counselor recommendation and admin approval. Hard copy assignments must be turned in to the NRHS main entrance dropbox or main office staff by the assignment due date.

NRHS HARD COPY PROCESS

1. Teacher or counselor refers the student for hard copies.
2. Student is approved by administration to receive hard copies.
3. Parents/students will drop off completed work and pick-up new work every week on Monday.
4. Work turned in will be placed in the teacher’s mailbox to be graded.
5. If possible, students can take a picture or scan of the assignment and return it electronically via email to the teacher by the due date to receive full credit.
6. Otherwise, students must return assignments no later than the next Monday after the due date to receive full credit. Assignments should be turned in to the NRHS Main Office or NRHS Dropbox (located by the main entrance).
NOTE: At this time, students are not allowed in the building to use our wi-fi connection. These students can call in to the Zoom classes or use NR’s hotspots. Parents should contact principal Tom Wissink directly with questions or if this access is necessary for and would benefit their student. I will review numbers and continue to work on a plan to support these students.

DUAL CREDIT COURSES (Advanced Placement, Project Lead The Way, UWRF, WITC, etc.)

These courses will continue to run according to the sponsoring institution requirements and expectations. These courses require a faster pace and heavier workload. Class times and meetings may be required outside of the above learning model schedules for these classes. Teachers will do all they can to support student success. Contact your dual credit course teacher for more information.

WITC Welding Academy. Students will be required to complete hands-on welding time for Welding Academy skills based classes to obtain WITC credit. NRHS and WITC will work together to schedule students to complete this requirement in the event of a school closure/remote learning. Check with Mr. LeQue for your class schedule and required hands-on class days.

ATHLETICS, ACTIVITIES, and CLUBS

Athletics, clubs and activities will not run during Remote Learning. Athletic Director Scott Farmer will share information and changes as they occur.

Questions?

● Contact NRHS Athletic Director Scott Farmer, sfarmer@newrichmond.k12.wi.us, 715-243-7455

LEARNING MODELS / SCHEDULES

1) Traditional Classroom Learning - In Person, Face-to-Face, Five Days A Week

This is the learning model we plan on starting the year using. NRHS / SDNR believes an in-person learning environment with students and teachers/staff face-to-face provides the best opportunity to meet students’ academic, social and emotional needs. It will be our goal to be in this model as long as we are able while maintaining the health and safety of students and staff.

Face-to-face classes meet five days a week with all staff and students supported in learning.

Homeroom and Tiger Time will be temporarily eliminated to start the year to decrease passing and exposure times. Lunch dismissals are staggered to minimize hallway cross traffic and allow for extra time to clean/sanitize lunch tables in between lunches.

Traditional Face-to-Face Bell Schedule

Warning Bell  7:27 am: Students pickup their Chromebook and report to Period 1

<table>
<thead>
<tr>
<th>Period 1</th>
<th>7:35-8:25 am</th>
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<tbody>
<tr>
<td>Period 2</td>
<td>8:30-9:20 am (PA Announcements)</td>
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<tr>
<td>Period 3</td>
<td>9:25-10:15 am</td>
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<tr>
<td>*Period 4</td>
<td>10:20-10:50 am 1st Lunch - dismissed by Lunch Supervisors (No Bell)</td>
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<td></td>
<td>10:55-12:05 Class (10:55 bell to start class)</td>
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<tr>
<td></td>
<td>10:20-10:55 am Class (10:55 bell to end class)</td>
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</tbody>
</table>
10:55-11:25 2nd Lunch - dismissed at 11:25 by Lunch Supervisors (No Bell)
11:30-12:05 Class (11:30 bell to start class)

10:20-11:30 am Class (11:30 bell to end class)
11:35-12:05 3rd Lunch (12:05 bell to end 3rd lunch & classes)

*20 minutes to review Announcements & Independent Reading

Period 5 12:10-1:00 pm
Period 6 1:05-1:55 pm
Period 7 2:00-2:52 pm

Google Classroom, school email, Zoom, and Skyward Gradebook will be used by all teachers as the main platforms for communication, assignments, remote learning, and grade reporting. We request that parents sign in to all of these with their student to track attendance, grades, and to stay informed of assignments and progress.

Students out sick will join class remotely from home or as arranged by the teacher.

Staff out sick, if able, will provide instruction remotely from home with a sub in the classroom to supervise students face-to-face.

All standard attendance, tardy, grading, and late work practices and policies will be followed. Statewide attendance and truancy policies remain in effect.

Please see your teacher’s syllabus for more specific information and expectations.

2) Cohort Hybrid (Blended) Learning

NRHS would move to this model, if health guidelines or the situation requires NRHS to reduce the number of students to a 15 : 1 ratio. This could be done to prolong face-to-face learning, reduce contact between students and staff, or to limit the spread of the coronavirus.

Students are divided into two groups - cohort A and cohort B. One cohort, or half of all students attend face-to-face instruction while the other half (or cohort) complete assignments at home. This is done to minimize contact and maximize social distancing by drastically decreasing the number of students in the building and classroom by half.

Cohorts attend face-to-face class two days a week with their assigned cohort A or B. Cohort A attends face-to-face classes on Mondays and Thursdays. Cohort B attends face-to-face classes on Tuesdays and Fridays. On face-to-face days, all cohorts and classes follow the above Face-to-Face Bell Schedule.

On their face-to-face class day, each cohort will receive instruction and assignments to complete the next day at home. There are no required class meetings/times on at-home days. Cohort A will work at-home on Tuesdays and Fridays. Cohort B will work at home on Mondays and Thursdays.

On Wednesdays, all students will participate in remote synchronous instruction. Teachers will hold class remotely via Zoom with all students required to attend and participate. On Wednesdays only, students will follow the remote schedule in model #3.
Co-hort Hybrid Schedule

Monday: A cohort in person, face-to-face; B cohort at-home learning/assignments
Tuesday: B cohort in person, face-to-face; A cohort at-home learning/assignments
Wednesday: All students synchronous (real time) remote learning and attend classes via Zoom (see Remote Synchronous Schedule below)
Thursday: A cohort in person, face-to-face; B cohort at-home learning/assignments
Friday: B cohort in person, face-to-face; A cohort at-home learning/assignments

Google Classroom, school email, Zoom, and Skyward Gradebook will be used by all teachers as the main platforms for communication, assignments, remote learning, and grade reporting. We request that parents sign in to all of these with their student to track attendance, grades, and to stay informed of assignments and progress.

Students out sick will join class remotely from home or as arranged by the teacher.

If allowed and with teacher permission, students who need learning support can meet in school following mask and social distancing requirements. Struggling students could also Zoom into live class on their at-home day.

Staff out sick, if able, will provide instruction remotely from home with a sub in the classroom to supervise students face-to-face.

All standard attendance, tardy, grading, and late work practices and policies will be followed. Statewide attendance and truancy policies remain in effect.

Please see your teacher’s syllabus for more specific information and expectations.

3) Remote Learning

Remote learning would be used when school is closed and attendance presents a health risk to students and staff. Transitioning to remote learning could occur for a short duration (i.e. three weeks) in response to cleaning or quarantining needs or a longer duration, if local or state mandates require it.

Remote Synchronous Schedule

Students are required to Zoom in and attend each of their scheduled classes daily (Monday - Friday per school calendar) in real time at the scheduled times. Attendance will be taken.

<table>
<thead>
<tr>
<th>Period</th>
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<tbody>
<tr>
<td>Period 1</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Period 3</td>
<td>8:45 - 9:15 am</td>
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<tr>
<td>Period 4</td>
<td>9:20 - 9:50 am</td>
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<tr>
<td>Period 5</td>
<td>9:55 - 10:25 am</td>
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<tr>
<td>Period 6</td>
<td>10:30 - 11:00 am</td>
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<tr>
<td>Period 7</td>
<td>11:05 - 11:35 am</td>
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Afternoons used for asynchronous instruction/learning:
- Students meet online with teachers for support 1:1 or in small groups.
- Students work on assignments, group work, projects, work experience, etc.

Google Classroom, school email, Zoom, and Skyward Gradebook will be used by all teachers as the main platforms for communication, assignments, remote learning, and grade reporting. We request that parents sign in to all of these with their student to track attendance, grades, and to stay informed of assignments and progress.

Students out sick will join class remotely from home or as arranged by the teacher.

Students are expected to be in attendance to their online classes daily and to engage in their learning. Attendance will be taken.

If allowed and with admin permission, students who need learning support can meet in school following mask and social distancing requirements. **At this time, ONLY Special Services and Welding Academy students are allowed in the building to meet specific requirements.** Lunch is available from 11:40 - 12:00 for students that are in the building only.

All standard attendance, tardy, grading, and late work practices and policies will be followed. Statewide attendance and truancy policies remain in effect.

Please see your teacher’s class syllabus for more specific information and expectations.

**NRHS IMPORTANT CONTACTS**
Do not hesitate to contact us with questions, concerns, or to request help.

<table>
<thead>
<tr>
<th>Attendance Office</th>
<th><a href="mailto:rbrock@newrichmond.k12.wi.us">rbrock@newrichmond.k12.wi.us</a></th>
<th>715-243-7445</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td><a href="mailto:jemerson@newrichmond.k12.wi.us">jemerson@newrichmond.k12.wi.us</a></td>
<td>715-243-7451</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:pberger@newrichmond.k12.wi.us">pberger@newrichmond.k12.wi.us</a></td>
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<tr>
<td></td>
<td><a href="mailto:ckralovetz@newrichmond.k12.wi.us">ckralovetz@newrichmond.k12.wi.us</a></td>
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**NRHS Administration**

| Tom Wissink, Principal | twissink@newrichmond.k12.wi.us | 715-243-7454 |
| Jeff Swanson, Asst Prin | jswanson@newrichmond.k12.wi.us | 715-243-7453 |
| Heidi Link, Asst Prin | hlink@newrichmond.k12.wi.us | 715-243-7456 |
| Scott Farmer, Athletic Dir | sfarmer@newrichmond.k12.wi.us | 715-243-7455 |

**Counselors**

| Shannon Bartlett (A-G) | sbartlett@newrichmond.k12.wi.us | 715-243-7446 |
| Beth L’Allier (H-M) | elallier@newrichmond.k12.wi.us | 715-243-7447 |
| Jenny Wander (N-Z) | jwander@newrichmond.k12.wi.us | 715-243-7448 |
THIS PLAN WILL CHANGE AND BE UPDATED AS THE COVID-19 PANDEMIC GUIDELINES AND RESTRICTIONS DEVELOP.