



Richmond Elementary School District

700-585 Richmond Road E
Susanville, CA 96130

Telephone (530) 257-2338
Fax (530) 257-6398

Sunday, November 29, 2020

Dear Richmond Community,

Last Monday I communicated out the upsetting news that Lassen County Schools, including Richmond Elementary, will be on distance learning through December 31st by order of the Lassen County Department of Health.

Since that communication, two additional Richmond Elementary students have tested positive for Covid-19 in our 5th/6th grade cohort, for a total of three students in that cohort. Additionally, a few of our students and/ or staff members have been, or still are, on quarantine.

Our thoughts are with all of our students, their families and our employees during these challenging times, including those who have been, and still are, ill. Please keep our fellow Richmond students, families, and staff in your thoughts in the days ahead. If you, or a family you know, needs special support during these next few weeks, please reach out and let us know. We are here to help.

During the past week, teachers and staff have engaged frequent communication in order to implement distance learning beginning Monday, November 30, 2020. I have included some essential information for families during this time of transition to distance learning, below:

1. **Distance Learning:** Distance Learning will look *different* than it did in the spring. As a result of legislation passed in the summer of 2020 (SB 98), teachers are required to:
 - a. Provide daily, live contact between a child and their teacher to keep students engage in, and connected to, Richmond Elementary and provide access to classroom interaction with peers.
 - b. Mark a student “present” each day if the student logs in, meets with their teacher, and completes the daily tasks assigned by the teacher. Teachers will provide their students information about these daily requirements.
 - c. Mark a student “absent” if they do not log in, meet daily with their teacher and complete the daily tasks provided by the teacher.
 - d. Provide frequent social-emotional support. This can take many forms and may be as simple as a teacher asking how her students are doing and providing them time to articulate, and get help with concerns they are having.
 - e. Pay attention to instructional minutes: Teachers are required to provide instruction for students, including live interaction, and assignments that has a student working on school work *no more than*: 180 minutes/ 3 hours (in kindergarten); 230 minutes/ 3.8 hours (in 1st, 2nd, and 3rd grade); 240 minutes/ 4 hours (in 4th, 5th, 6th, 7th, 8th). Please reach out to your teacher if you student is spending more than this amount of time on school activities and assignments.
 - f. Parent support: If you are struggling to support your child during these times, please reach out to your teacher. They are here to help you and your student be successful.

2. **We are Open:** Staff will be allowed to be on campus; our office will be open during regular business hours through December 18th. Please feel free to call or stop by with any questions or concerns.

BOARD OF TRUSTEES

Nicholas McBride, President • Heather Marsh, Clerk • Mark Rotlisberger, Trustee
Patrick Walton, Trustee • John Wilczynski, Trustee

Sabrina Greiten, Superintendent/Principal

3. **Chrome Book Check Out***: We are encouraging all students who need one to check out a Chrome Book. To check out a Chrome Book, please have a parent/ guardian sign one out:

Monday, November 30th Richmond Gym

Kinder, 1st, 2nd Chrome Book Check Out: 2:00 p.m. -3:00 p.m.

3rd, 4th, 5th Chrome Book Check Out: 2:30 p.m. – 3:30 p.m.

6th, 7th, 8th Chrome Book Check Out: 3:30 p.m. – 4:30 p.m.

Tuesday, December 1st Main Office

Kinder-8th grade Chrome Book Check Out: 9:00 a.m. – 3:00 p.m.

**Any additional classroom materials such as books, or assignment packets will also be available for pick up at these times.*

4. **Special Education Student Services:** If your student receives special education services, you will receive a phone call from Mrs. Hrezo on Monday, November 30th with information on how Richmond Elementary will provide your student to his/ her individual education plan instruction and support.
5. **Speech Services:** If you student receives speech support services, you will receive a phone call from a Richmond Elementary staff member on Monday, November 30th with information on how Richmond Elementary will provide your student with access to his/ her speech services.
6. **Counseling Services:** If your student receives counseling support services, you will receive a call on Thursday, December 3rd with additional information about how your student can assess these services.
7. **Lunch Services:** Some of our students will continue to receive lunch each day. If you are one of these families, you will receive a call from staff on Monday, November 30th.
8. **Teacher Communication:** Some teachers have already sent students and parent communication, while others will be in touch Monday, November 30th with directions and next steps.
9. **Quarantine:** If your family is currently in quarantine, please let our office know so we can deliver your materials to your house.

If this letter has not answered some of your questions, please feel free to reach out to your child's teacher, call the main office, or reach out to Ms. Greiten at: sgreiten@richmondelementary.com

Subsequent communication regarding distance learning will be posted on the homepage of our website at: Richmondelementary.com.

Thank you for your continued support as we transition to distance learning in December.

Sabrina Greiten
Superintendent / Principal

Richmond Elementary School

BOARD OF TRUSTEES

Nicholas McBride, President • Heather Marsh, Clerk • Mark Rotlisberger, Trustee
Patrick Walton, Trustee • John Wilczynski, Trustee

Sabrina Greiten, Superintendent/Principal