



# Ingersoll Middle School

*CONNECT • CREATE • COLLABORATE*

Dr. Margaret Sergetsen- Principal  
Cassie Nelson- Assistant Principal

1605 E. Ash St., Canton, IL 61520  
309-647-6951 [www.cantonusd.org](http://www.cantonusd.org)

CUSD#66

August 14, 2020

Dear IMS Parents, Guardians and Students:

As we are all well aware, we will be starting the school year with a remote learning plan. Although the learning environment may look very different, we are very confident that our students will be able to learn at high levels. Our teachers have been working and will continue to work very hard to rise to the occasion of teaching in a different mode. We really appreciated your feedback from the survey that was sent out this summer. Our teachers are working to use Google Classroom in a similar manner that will help both the students and the parents as we move forward.

On Monday, August 17th, the students will be receiving student schedules (these are also available online for those that have completed the registration process), synchronous/asynchronous schedule, library checkout information, Google Classroom Sign in directions, Google Classroom Cheat Sheet for Students, Ready Math Books, Chromebooks, Chargers, Portfolio for the Chromebook, and any other classroom materials that the teachers believe that the students will need for remote learning. This will also serve as a day for you to pay school fees (\$140), submit physicals, immunizations, and dental records. This will take place on the 15th Avenue side of the building, outside of the north entrance closest to the soccer field.

For those students that completed the grade level math packet that was passed out in the spring with the report cards, we would like to collect those for the teachers to review. If these are completed, or even partially completed, please bring those on August 17th for collection. This will help us determine what additional instruction students will need in the area of math during Giant Time.

Please limit only one person to the pick up area. Everybody must wear a mask at all times when in the pickup area and practice social distancing protocols.

Please note the times below for registration fee and forms to be dropped off and device/materials to be distributed. We ask that if you can possibly come during the day time hours that you do so. We also ask that you keep to the schedule distributed. If you have more than one student, you will be able to pick up all materials at the same time.



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## Monday, August 17th- Device/material pickup and fees:

- 5th grade: 8:30-10:00 am or 4:00- 5:00 pm
- 6th grade: 10:00 - 11:30 am or 5:00-6:00 pm
- 7th grade: 12:15- 1:45 pm or 6:00-7:00 pm
- 8th grade: 1:45-3:15pm or 7:00-8:00 pm

## Wednesday, August 19th- Student First Day:

Please note that the students will be getting directions during distribution day to sign on to Google Classroom for their first day of school. The TAP teachers will not only be spending time getting to know their TAP students, but they will also be working to explain the remote learning environment to the students. Please know that the TAP teacher will be the main point of contact for most questions that you may have about learning. You may email the TAP teacher or call IMS. Students will log in to their TAP Google Classroom by 9:00 a.m. on the first day of school.

## Thursday, August 20:

Students will begin their second day of learning by following their schedule. Students will log on to their TAP class for attendance by 9 a.m.

Attached to this letter, please find the frequently asked questions document for additional guidance and support.

We are looking forward to a great year of learning! While this year will be different for all of us, we ask that you are patient and show grace as we learn together in a remote learning environment. Please be sure to visit our district website at <https://www.cantonusd.org> for the most current news, resources, and updates.

Sincerely,

Dr. Margaret Segersten, Principal  
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## REMOTE LEARNING FREQUENTLY ASKED QUESTIONS:

- **What is synchronous and asynchronous learning?**
  - Synchronous learning - students and teachers are engaged at the same time with the activity with the opportunity to interact with each other and/or the activity itself. Example: Students can ask a teacher a question verbally or in a text mode and the teacher responds so that the student can get going in real time with their learning.
  - Asynchronous learning- Students and teachers are not engaged at the same time in the activity and the students and teachers do not interact with each other in real time.
  
- **How will attendance be handled?**
  - Attendance will be taken daily during TAP time. It is expected that students are logged on to the TAP Google Classroom by 9 a.m. We understand that some students may lose connection or need assistance from parents. For assignments that are posted, we are looking towards completion of the learning task so that teachers can provide feedback to the student about their learning progress.
  
- **Student independent work time?**
  - Student's independent work outside of the school day should not exceed the following totals:
    - 5th grade- 50 mins
    - 6th grade- 60 mins
    - 7th grade- 70 mins
    - 8th grade- 80 mins
  - If the student's work outside of the school day exceeds the time above, please contact the student's TAP teacher.
  
- **What will daily instruction look like in Remote Learning?**
  - Students are expected to participate, share, discuss, explore, and learn together during each day of class. During each synchronous class time, students and teachers are engaged at the same time with a learning



activity. They will have the opportunity to interact with each other and/or the activity itself.

- **What are the expectations for student participation during Google lessons?**

- In order to ensure successful, productive and engaging class experiences, students should be prepared to learn each day. This includes the following:
  - Identify a quiet workspace for your class and limit distractions, such as silencing your phone.
  - Check your surroundings. Make sure your background is appropriate for a school setting.
  - Be on time! Be logged in and ready to begin class at the start of the period.
  - Mute your microphone unless asking a question, contributing to class discussion or making a presentation, or as otherwise directed by your teacher.
  - Remain logged in to promote focus, unless instructed by your teacher.
  - Dress appropriately. Your attire should reflect IMS expectations for student in person school attendance.
  - Student independent work time- should not exceed the following:  
5th grade - 50 mins, 6th grade - 60 mins, 7th grade - 70 mins, 8th grade - 80 mins.

- **Do the same behavior and conduct policies apply in Remote Learning?**

- All established school policies and expectations regarding conduct are in effect. Even though learning is remote, good judgment is expected and students should contribute to a positive and productive learning process.

- **What if my student has internet connectivity issues or technology does not work?**

- If a student gets disconnected from a Google class session and is unable to get back into the class, they should first call into the meeting via cell



phone or landline. The phone number is on the Google meeting invitation. Google allows phone participants. If that doesn't work and internet connectivity issues are still a problem, students should notify the teacher for assistance. Please feel free to call the school office at 647-6951 and we will help you as needed.

- **Virtual Teacher office hours?**

- The TAP teacher is the main point of contact for students and parents for general questions. Teachers can be reached daily from 8:00-9:00 and 3:05-3:30. Content teachers are the main point of contact for content specific questions.

- **Will assignments be assessed and will assignments be graded?**

- Yes, students will be expected to complete assignments so that teachers can assess the student's learning and provide feedback.

- **How will Giant Time work?**

- At this time, Giant Time will be used to provide additional assistance and/or small group instruction. At this time, on synchronous days, teachers will have a Google Meet set up so that students can access the appropriate teacher when questions arise and/or they need additional instruction. On asynchronous days, students should use this additional time to work on assignments to extend their learning. This will be revisited as we progress through the school year.

- **How will PE work?**

- Students will need to have a space at home (approximately 6 ft. x 6 ft. or larger) to move freely. Class instruction will be provided during synchronous Google and pre-recorded video. Students will need to wear appropriate attire for physical activity.