



**River Forest  
Public Schools**

**Administration Building**

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To: Dr. Ed Condon

From: Larry Garstki, RMS Principal

Re: Roosevelt Middle School Instructional Schedule Revision – “In-Person” Wednesdays

Date: February 9, 2021

The RMS blended learning instructional schedule presently includes remote instruction for all students on Wednesdays. This schedule was implemented during our initial transition from remote learning to blended learning with the goal of accomplishing three essential objectives:

- Provide one day each week when students have the opportunity to meet with all of their classroom teachers
- Provide parity for students on the number of days each week that can be attended in person under density limitations
- Ensure that all students have the chance to meet with their RMS Advisory Program advisor at least weekly

As we continue to build confidence around having our students on site each day for in-person learning, we are eager to identify additional time when this can occur. The administration has been discussing the possibility of transitioning to an in-person instructional schedule on Wednesdays, and I have also had the chance to share information about it with members of the RMS faculty and Building Leadership Team. Though we are still working to refine the suggested details for this transition, I am recommending that the school schedule be modified in the coming weeks to allow middle school students to be present for in-person classes each weekday (including Wednesdays) from 8:30 AM–1:30 PM, under the continued use of the A/B day attendance model.

Please find attached the most likely schedule for this scenario. While we still have some final organizational details that need to be addressed before making the shift, we are targeting March 1 as the proposed week of implementation. Please be assured that the final schedule format will be developed with the goal of ensuring that all students are able to attend school in-person on an equal basis (regardless of grade level), to the greatest degree possible. To accomplish this and allow each group of students to attend both AM and PM classes on Wednesday, it will be necessary to schedule two weeks in a row of Wednesday learning, as portrayed on this example.

Once the changes are finalized, we will send clear communications to all families about the revised schedule of attendance and how the transition will occur. Please contact me with any questions you may have.

**Wednesday changes**

**1:30 Dismissal**

**2 Week**

<b>WEEK 1</b>	<b>Monday Day 1</b>	<b>Tuesday Day 2</b>	<b>Wednesday Day 1</b>	<b>Thursday Day 2</b>	<b>Friday Day 1</b>
8:30 - 9:40	1	5	1	5	1
9:47 - 10:57	2	6	2	6	2
11:04 - 12:14	3	7	3	7	3
12:21 - 1:30	4	8	4	8	4
1:30	Student Dismissal		Student Dismissal		
2:30 - 3:15	Assignment Completion		Assignment Completion		

<b>WEEK 2</b>	<b>Monday Day 2</b>	<b>Tuesday Day 1</b>	<b>Wednesday Day 2</b>	<b>Thursday Day 1</b>	<b>Friday Day 2</b>
8:30 - 9:40	5	1	5	1	5
9:47 - 10:57	6	2	6	2	6
11:04 - 12:14	7	3	7	3	7
12:21 - 1:30	8	4	8	4	8
1:30	Student Dismissal		Student Dismissal		
2:30 - 3:15	Assignment Completion		Assignment Completion		

<b>WEEK 3</b>	<b>Monday Day 1</b>	<b>Tuesday Day 2</b>	<b>Wednesday Day 1</b>	<b>Thursday Day 2</b>	<b>Friday Day 1</b>
8:30 - 9:40	1	5	1	5	1
9:47 - 10:57	2	6	2	6	2
11:04 - 12:14	3	7	3	7	3
12:21 - 1:30	4	8	4	8	4
1:30	Student Dismissal		Student Dismissal		
2:30 - 3:15	Assignment Completion		Assignment Completion		

<b>WEEK 4</b>	<b>Monday Day 2</b>	<b>Tuesday Day 1</b>	<b>Wednesday Day 2</b>	<b>Thursday Day 1</b>	<b>Friday Day 2</b>
8:30 - 9:40	5	1	5	1	5
9:47 - 10:57	6	2	6	2	6
11:04 - 12:14	7	3	7	3	7
12:21 - 1:30	8	4	8	4	8
1:30	Student Dismissal		Student Dismissal		
2:30 - 3:15	Assignment Completion		Assignment Completion		