

## WFB Elementary School Blended Days Student and Family Supplemental Handbook September 1, 2020

Whitefish Bay School District Approved 2-Day Block (AA/BB)- Schedule for in-person learning. Students will do virtual “real time” learning the remainder of the week.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A Families A-La In person	Cohort A Families A-La In person	Cohorts A & B Asynchronous Virtual Learning	Cohort A Virtual “Real Time” Learning	Cohort A Virtual “Real Time” Learning
Cohort B Virtual “Real Time” Learning	Cohort B Virtual “Real Time” Learning		Cohort B Families Le-Z In person	Cohort B Families Le-Z In person
Virtual “Real Time” Learning	Virtual Virtual “Real Time” Learning	Virtual Learning Asynchronous	Virtual “Real Time” Learning	Virtual “Real Time” Learning


### Safety and District Information:

- [Safety and Operations COVID-19 Student and Family Information](#)
- District Blended Calendar [found here](#) on the right side of the website. This link would always bring you to the most up to date version.

### Expectations for Teaching and Learning:

- Please use the updated [school day schedule for the 2020-2021](#) school year. This schedule is for this school year only.
- Grades 4K-2: will use Seesaw Learning for their daily learning with students.
  - Homeroom teachers will have ONE Seesaw class and will use folders to organize the different core classes.
  - ENCORE teachers will have ONE Seesaw class per grade level and will use folders to organize.
  - ALL students in a grade level will be listed in the same ENCORE class.
- Google Classroom Grades 3-5: will use Google Classroom for their daily learning with students.
  - Homeroom teachers will have SEPARATE Google classrooms for each core subject.
  - ENCORE teachers will have SEPARATE Google classrooms for each ENCORE class.
  - ALL students in a grade level will be listed in the same ENCORE class.
- Learning Framework: here is the [instructional framework](#) that will be followed by our teaching staff.
- **ENCORE Teachers**
  - ENCORE will post one asynchronous activity per week, per grade. Music is to post two asynchronous lessons per week.

- ENCORE teachers will have SEPARATE Google classrooms for each ENCORE class and lessons will be posted for the week on Monday **by 8:00 a.m.**
- ALL students in a grade level will be listed in the same ENCORE class
- ENCORE teachers will have ONE Seesaw class per grade level and will use folders to organize. Lessons will be posted for the week on Monday **by 8:00 a.m.**
- Morning and afternoon class meetings are required.
- **Junior Kindergarten (4K)**
  - All lessons will be posted each day on **Seesaw Learning by 8:00a.m.** **We are striving to develop consistency and predictability in these stressful times.** In the typical day, our students should see the following learning activities:
    - School-wide messages/announcements.
    - Synchronous math and literacy block.
    - Synchronous class meeting.
    - Asynchronous centers.
    - Free choice activity.
- Grades 1-5: **The Language Lab schedule/time is temporarily suspended.**
  - World language will be done in-person by semester this school year.
  - Cumberland will have World Language weekly for the first semester.
  - Richards will have World Language weekly for the second semester.

	<b>Elementary Student VLT Learning Daily Checklist</b>
	I have my own learning space with access to an adult for help when needed.
	I have my learning materials ready for the day.
	I am logged into Seesaw or Google Classroom.
	We have created a schedule for the day. <ul style="list-style-type: none"> <li>● I know when my teacher is available for questions (office hours).</li> <li>● I have time for play, snacks, and time to connect with friends (with phone calls, text, facetime, etc...).</li> </ul>
	I have completed all of my assignments for the day.

**Student and Family Communications:**

- The District has a [2020-2021 Back to School District Website](#) that has information around technical support, student and family training, and other useful tools.
- Email, phone, and currently utilized parent communication tools (Bloomz or teacher Google website) will be utilized, [following the District Video Conferencing Guidelines](#). The District has Zoom accounts for

teachers use for the 2020-2021 school year, and Google Meets can be used as well. Both integrate well with the Canvas platform.

- Families should ask student specific questions to the teachers through email. You can find contact information on the [WFB Staff Directory Website](#) or through links in your Family Access account.
- The 24 hour response time (during the school week) “rule of thumb” still applies.
- Attendance for Virtual “Real Time” Students- Parents should communicate absences as usual, via the clinic.
- If needed, discuss student progress/participation concerns with families, administrator or the counselor.
- District grading, reporting, and attendance procedures and policies are still in effect. As in the spring, based on our modality and that some students will be full time virtual, [the light revisions \(on progress indicators\) for report cards still apply.](#)

### General Information:

- Reminder- [The Responsible, Acceptable, and Safe Use of Technology Resources](#) Policy and [Rule](#) will be enforced during VLT days. Please, treat district devices appropriately.
- All Board Policy/School Handbook expectations are expected as well, particularly Academic Dishonesty.
- Our full school staff is still here to help you! You are welcome to contact any of your child’s teachers or other staff members, including Learning Center Staff, Instructional Resource Coordinator (IRC), Counselors, School Psychologist, Principals, and/or Library Media Specialist.
- Administrators will be available via phone, email or Google Hangouts/Meets or Zoom during regular school hours.
- If you are experiencing delays because of broadband/wireless response times or have some technology malfunctions during CLASS time, please let your classroom teachers know.
- The District IT team will provide technology assistance during blended and virtual timeframe. The support team will only address technology issues with district provided equipment (Chromebooks) and applications (Seesaw, Canvas, Google Docs). The team CANNOT support personally owned equipment (laptops, PCs, iPads, phones, routers, wireless access points, etc) or issues with your Internet Service Provider (Spectrum, AT&T, etc). If students or parents incur problems with accessing the various technology needed to support VLT, students should follow these steps:
  - Chromebook Troubleshooting Tips and other resources found on the right side of this webpage.
  - Google Account Passwords: Students use their school Google account for Chromebooks, Google Classroom, and Seesaw access. Student passwords can be found on Skyward Family Access under the "Report Cards and Letters" button on the left side of the screen.
  - If your teacher is unable to resolve the issue or answer your question, or you need a district issued chromebook, or you have a district device that needs repair, submit an [VLT Help Desk Ticket by clicking here.](#)

*The School District of Whitefish Bay is working closely with federal, state, and local leaders to provide information to our system to ensure the health and safety of their students and educators in creating this ever evolving guiding document. The School District of Whitefish Bay shall be held harmless from and against any and all suits, actions, damages, claims, costs, losses or liability of whatsoever kind or character arising from the use of this guiding document by other agencies.*