

WFB Middle 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, to meet the needs of allowing students to go home for lunch, which we are encouraging.
- District grading, reporting, and attendance procedures and policies are still in effect.
- All lessons need to be posted to Canvas for the students who are taking the virtual “real time” learning option by 8:00 a.m. Teachers are expected **to post in the following format in Canvas**:
 - Announcements and Daily Learning Activities
 - Workshop Time
 - Closure
- [Homeroom lessons](#) will be written; they will include activities for advisory , as well as Canvas, Google, other technology and social-emotional training. Library Media Specialists will also provide some training for students during the first quarter.

	WFB Middle School Student Virtual “Real Time” Learning Daily Checklist
	I have logged into Canvas and checked announcements in each course so I understand what portion is synchronous (live) and what is asynchronous for the day.
	I have my learning materials ready for the day.
	I am working in a quiet learning space that removes distractions and following all VLT etiquette.
	<p>I have a plan for completing assigned work during/after my classes:</p> <ul style="list-style-type: none"> ● I know when my teachers are available for questions. ● I have made a list of what is due for each class each day. ● I have a plan for completing any additional work that is assigned for each class. ● I have time for breaks, snacks, and time to connect with friends (with phone calls, text, facetime, etc...).
	I have made a list of any long-term projects or tasks.

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- When a student is ill and unable to complete the daily work within the day, parents/guardians should report absences to the clinic. Students will be marked absent by their teacher if they do not log-on. Teachers and Pupil Service staff will follow up accordingly.
- Virtual only students can be assigned to take assessments in-person on Wednesdays with the classroom teacher.
- Teachers will track student progress/participation through Canvas. Student grades are still in the Skyward gradebook and are accessible via family access.
- If needed, discuss student progress/participation concerns with families, administrator or the counselor.
- Attitude/effort grades will continue to be given and reflect a students’ dispositions for learning in the blended environment.

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.