



FORMAT C: NO FACE-TO-FACE/REMOTE

Reminders

- School is still in session. The campus is closed. Learning will still take place, but in a remote space.
- DPI will recognize virtual learning hours that occur during a mandated school closure.

Instructional Delivery

While the MLHS campus remains closed, teachers will continue to deliver instruction for each course. All instruction will be available in an asynchronous learning environment where teachers create learning experiences for students to complete as they are able to on the assigned day.

While we recognize that flexibility is needed as some students may have technology limitations or other obligations, we will be strongly recommending students use the normal school hours (8:00-3:20) to complete their work. Teachers will be available during these times and many will be offering live sessions to work with students.

Schedule Format

Class work will be posted twice a week for students in a “block-schedule” format. **Odd period** classes (1,3,5,7) will have assignments posted on Monday and Wednesday. **Even period** classes (2,4,6,8) will have assignments posted on Tuesday and Thursday. Students will need to access all classes on Friday – often as a completion wrap-up for the week.

In the event of a shortened school week, adjustments may be made and communicated to you.

Weekly Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
Periods 1, 3, 5, 7	Periods 2, 4, 6, 8	Periods 1, 3, 5, 7	Periods 2, 4, 6, 8	All 8 Periods

Instruction

Course Work will be posted to [Schoology](#) by **8 am** each day the class is held.

Course Work will typically entail a minimum of two tasks

- An Attendance Assignment which **must be completed** before midnight on the day it is assigned in order to show that the student was present on that day.
- A Content Assignment which entails the demonstration of the content being learned. This must be completed before midnight on the Friday of the week that the work is assigned.

Students should plan to be engaged in learning with a time commitment similar to a normal school day (8:00-3:20).

Technology Platforms

- **Learning Management System (Schoology)**
 - This is the primary site where all students will access course content and assignments.

- The site is accessed on the “quick links” tab of the Milwaukee Lutheran website homepage.
- Parents and students will be able to access all assignments and gradebooks through Schoology.
- **Microsoft Teams**
 - This is a video conferencing site for talking live with teachers. Teachers may invite students to join them for a live session through Teams or Zoom. However, students will be able to contact teachers for individual live support only through Teams.
 - Each student has a Teams account already created from their Office365 access.
- **Student Information System (Skyward)**
 - This remains the official system for both attendance and final grades

Attendance

- Students are considered absent from a class if they do not complete the Daily Attendance assignment in that class before midnight.
- If students are too ill to complete assignments, they should contact the MLHS attendance office (414) 461-6062 or attendance@milwaukeeelutheran.org

Grades

Grades will be updated by Wednesday morning of each week.

Teacher Availability

Teachers will be available from 8:00-3:30 pm. A schedule will be created for live sessions with classes during this time. Teachers will respond to support questions outside of these times as able. Please do not expect an immediate response if you are working outside of normal school hours.

Student Support

- **Teacher Support** – If a student needs academic assistance, there are three ways to contact their teacher:
 - Email – All emails are available on the [Milwaukee Lutheran website](#). Please make sure that you put the text of your email in the message box rather than the subject box.
 - Schoology – Students can message their teachers through Schoology
 - Teams – Students can chat or video message their teachers
- **Counselor Support**
 - Counselors will be available during the school day. They will provide services, primarily in a one-to-one format, to students who are having IT or other learning difficulties. They will work with administration to communicate with families about attendance/participation concerns and support students in staying on track.
 - Students who have emotional needs should contact their counselor for assistance or resources. Counselors will be available for virtual drop-in on Teams.
- **Transition Services**
 - Mrs. Koebert and the Transition teacher team will continue to facilitate accommodations for Transition Students through their individual teachers.

Morning Announcements

Morning announcements will be posted every morning on Schoology with reminders for the day and a brief encouragement.

Chapel

Chapel will take place twice a week. Either a recorded video or live stream of chapel will be made available on Monday and Wednesday at 9:33 am.

Advisory Groups

Advisory groups will meet virtually on Tuesday and Thursday from 9:33-10:03 am.

Digital Citizenship

- It is important to remember that though students are engaged in a virtual environment, the policies and principles applying to student conduct still apply. Students will be expected to demonstrate respect, empathy, and integrity in their interactions with others.
- Students may not engage in cheating, plagiarism, or forgery and are expected to demonstrate academic responsibility.
- All posts, comments, uploads, and virtual work must be consistent with the standards of MLHS.

Virtual Learning Etiquette

- In various mediums, allow others the opportunity to communicate.
- Wait for a speaker to complete their thought before entering the conversation.
- Raise a hand in the video to show that you are prepared to comment next.
- Demonstrate respect when disagreeing
- Rather than speaking to express your agreement, do a thumbs up to the camera.
- Use any chat features appropriately. These areas should be reserved for comments related to the content rather than a sidebar conversation.
- In any video setting, ensure all content is consistent with the values of MLHS. This includes clothing, location (ie. not the bathroom), background noise, and anything else within view of the audience.