

Merton Intermediate School Virtual Continuation of Learning

During Isolation, Quarantine and Probable Cases

Student and Family Guide- Starting September 20, 2021

Below are valuable links, tasks and other important information that we believe will help all families and students navigate our temporary virtual learning environment. Our Temporary Virtual Learning (TVL) model will have structured, synchronous (live) opportunities for students and teachers to interact regularly via video conferencing. This document and other quick links and information can be found on the [District's Launching the 2021-2022 School Year](#) website for future reference.



Communication Tools:

- The District has a [District Launching the 2021-2022 School Year](#) website that has information around technical support, student and family training, and other useful tools..
- Fifth - Eighth Grade will use Google Classroom for their daily learning with students. Health, Language Arts, Mathematics, Reading, Science, Social Studies, Spanish (7th and 8th grade), and Writing will continue while electives will be paused.
- Teacher communication with families will occur in a variety of formats, including email, phone, currently utilized parent communication tools (S'mores, emails, etc.), and Google Meet.
- Families should ask student specific questions to teachers through email. You can find contact information on the [District's All Staff Directory](#) Page.
- Teachers will have office hours from 8:15 a.m.-8:40 a.m. daily, except Wednesdays. All instructional staff are logged-in to email, Google Classroom, ready to respond to questions, etc.
- Attendance: When a student is ill and unable to participate in synchronous lessons or complete the daily work within the day, parents/guardians should report absences to Tanya Koike, Intermediate School Secretary, at koiket@merton.k12.wi.us and the classroom teacher.
- The school-wide [Mustang Memo](#) will continue to be sent and posted weekly.


Expectations for Teaching and Learning:

Daily

A schedule for the day will be posted each day on **Google Classroom by 8:30 a.m. We are striving for developing consistency and predictability in these transitional times.** In the typical day our students should see the following learning activities:

- Students will attend most classes synchronously, following the intermediate school schedule. Health, Language Arts, Mathematics, Reading, Science, Social Studies, Spanish (7th and 8th grade), and Writing will continue while electives will be paused.
- Lessons are posted to Google Classroom daily and students are required to work through each lesson and class.
- Access to teachers and course content will occur via Google Meet throughout the day
- School-wide announcements will occur and be posted in Google Classroom
- Electives/exploratory courses will not be offered virtually for the short duration that students are isolated or quarantined.

	<ul style="list-style-type: none"> Students in interventions, accelerated programming, Individualized Education Plans (IEPs), Individual Learning Plans (ILPs), or 504s, will continue to be serviced. We will determine corresponding accommodations and/or modifications during TVL. Every student has unique needs and we will provide individualized supports. Students may be able to receive such services through use of our traditional identified interventions, specially designed instruction, newly identified computer-based interventions, and/or synchronous small group or individual instruction.
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	Merton Intermediate School Student Temporary Virtual Learning Daily Checklist
	I have logged into Google Classroom and Google Meet.
	I have my learning materials ready for the day.
	I am working in a quiet learning space.
	I have created a learning plan/schedule for the day: <ul style="list-style-type: none"> I know the times I need to be synchronous with my teachers for the whole class and small group instruction. I know when my teacher is available for questions (office hours). I have made an outline of when I will work on each class. I have made a list of what is due for each class each day. I have time for breaks, snacks, and time to connect with friends (with phone calls, text, facetime, etc...).
	I have completed all of my assignments for the day.
	I have made a list of any long-term projects or tasks.

Feedback/Participation:	
	<ul style="list-style-type: none"> Teachers will track student engagement through Google Classroom and report student progress in Skyward. For access to Skyward Family Access, please review information here. If needed, teachers will discuss student progress/participation concerns with the student and family. We will continue with our standards based report card located in Skyward Family Access. Students should expect formative feedback from their teachers on a regular basis.

General Information:	
	<ul style="list-style-type: none"> 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 Interventionists, Instructional Specialist, Counselors, School Psychologist, Principals, Director of Curriculum and Instruction, District Technology Coordinator.
Technology Information:	

- Reminder- The following District Policies will be enforced during TVL days. Please treat district devices appropriately.
- Students have been given access to Google Meets through their school accounts for the purpose of temporary virtual learning. This feature will allow teachers to initiate video calls with their students to provide age appropriate instruction. As with all platforms that we provide access to, please remind your child(ren) that this technology is only for the **purpose of school work**
 - [Notice of Video Conferencing](#)
 - [Student Video Meeting Tips and Etiquette](#)
- Need help with Google Classroom? Please see this [Google Classroom Cheat Sheet for Students](#).
- The District IT team will provide technology assistance to all families/students during the TVL timeframe during normal school hours of 8:30-3:30. The support team will only address technology issues with district provided equipment (Chromebooks) and applications (Google Suite applications and accounts). 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). For Merton Community School District IT support, please contact via techsupport@merton.k12.wi.us.
- If students or parents incur problems with accessing the various technology needed to support TVL, students should follow these steps:
 - [Click here for District Chromebook Virtual Learning Troubleshooting](#)
 - Google Account Passwords: Students use their school Google account for Chromebooks and Google Classroom. Students' passwords are their lunch code twice by default, unless changed by the student.
 - If your teacher is unable to resolve the issue or answer your question, or you have a district device that needs repair, submit a request to techsupport@merton.k12.wi.us.

The Merton Community School District 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 Merton Community School District 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.