Fourth Grade 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 Expectations and 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..   - Kindergarten -Fourth Grade will use Google Classroom for their daily learning with students.   - 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.-8:45a.m. daily, except Wednesday. 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 Melissa Smith, Primary School Secretary, at smithm@merton.k12.wi.us and the classroom teacher.   - The school-wide Friday Flyer will continue to be sent and posted weekly.

Expectations for Student 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: - School-wide messages/announcements. - A synchronous morning meeting with the class which focuses on social-emotional competencies, wellness, and instructional or learning updates. - Daily synchronous reading and writing mini-lessons with independent practice. - Daily synchronous math, science and social studies lessons. - Asynchronous time for Sonday, sight words, and handwriting. - 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 support. 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.
Weekly	● A weekly email or classroom newsletter update to families.

Fourth Grade Virtual Continuation of Learning Daily Schedule
*Highlighted (red) times = dedicated synchronous time to lesson

Time	Activity
8:50-9:15	Morning Meeting & 2nd Step Lesson (Whole Group)
9:15-10:25	Math Lesson (Whole Group)
10:25-10:40	Read Aloud
10:40-10:55	Reader's Workshop Lesson (Whole Group)
10:55-12:40	Recess/Lunch & Asynchronous Keyboarding
12:40-1:00	Sonday
1:00-1:15	Writers' Workshop Lesson (Whole Group)
1:15-2:10	Break/Recess and Asynchronous Application Time
2:10-2:45	Science/Social Studies
2:45-3:45	Asynchronous Application Time

Feedback/Participation:
● 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.

	Fourth Grade Virtual Continuation of Learning Daily Checklist
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	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 Google Classroom and Google Meet
	We have created a schedule for the day. ● I know when my teacher is available for questions (office hours). ● I know when I need to be online for my daily instruction. ● I have time for play, snacks, and time to connect with friends.
	I have completed all of my assignments for the day.

General Information:

● 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.
   ○ [Computer Network Responsible Use Policy](#)- This policy outlines the responsible use of computers and the Internet
   ○ [Computer Hardware and Software Responsible Use Policy](#)- This policy outlines the responsible use of computer hardware and software
   ○ [Student Computer Network/Internet Agreement](#)
● Students have been given access to Google Meet 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 MCSD Technology Department will provide technology assistance to all families/students during normal school hours of 8:30-3:30. The MCSD Technology Department can only address technology issues with district provided equipment (Chromebooks) and applications (Google Suite). 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 technology 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 an issue or answer your question, or you need a district issued chromebook, or you have a district device that needs repair, submit a request to techsupport@merton.k12.wi.us.