



Greenfield High School
Virtual Learning PLUS
Student/Family Guidebook

20 August 2020

August 2020

Dear Students, Parents and Guardians,

We are beginning a learning journey that we could never have imagined a year ago. We learned a great deal about what did and did not work during our transition to emergency remote learning last spring and have spent the summer preparing a stronger, more engaging learning plan for the beginning of the 2020/21 school year. We want to return to in-person learning as soon as it safe to do so, however until that becomes a reality this plan will guide our work.

Please review this document with the understanding that the development of this plan is focused first and foremost on increasing positive student outcomes. This plan is based on student, parent, and staff feedback, best available strategies and practices, and on lessons learned from last spring's emergency remote learning experiences. Collaborative partners involved in this process have included more than 50 GHS teachers and staff, GHS and GMS administrators, district leadership, and leadership from local public high schools.

There are a few key beliefs that have guided the creation of this plan:

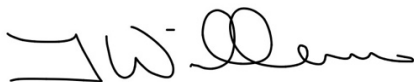
We believe that relationships are foundational elements of the learning process. Content and skill development will be difficult without a meaningful connection between members of the learning community. As such both at the beginning of the semester, and also throughout the school year there must be a focus on building and maintaining positive and productive relationships between all members of the classroom learning community.

We believe it is essential that students are able to devote their time and energy to learning and growing in the Essential Learning Goals taught in their classes. With this in mind it is important that all teachers use common structures so that students quickly develop a consistent understanding of how to do "virtual learning" so that their energy may be more fully focused on learning.

We believe that collaboration and professional learning are powerful tools in supporting student outcomes. Learning is an on-going and continuous process for everyone and we need to protect opportunities for all to continue to learn and grow together.

We want student learning experiences to be as full and as rich as possible. Your understanding and flexibility is greatly appreciated.

Best Regards,



Mr. Todd Willems
Principal – Greenfield High School

TEACHING & LEARNING

Virtual Learning PLUS (VL+) Schedule

During our 4 synchronous learning days we will run a block schedule with 4 class periods each 80 minutes in length. Each of our 4 synchronous learning days will also include a 30-minute Advisory period and a 40-minute lunch period. Attendance is required and will be taken in each required class and Advisory period.

Wednesdays are designed to be a day of student learning that is a blend of synchronous support, asynchronous work time, and controlled in-person learning activities. We are targeting a late-September beginning of in-person Wednesday learning activities. More information related to the logistics and procedures of Wednesday activities will be published after the beginning of the instructional year.

Time	Monday/Thursday	Tuesday/Friday		Wednesday
7:30 - 8:50	1st Hour	5th Hour	7:30 – 9:30	<i>Guided Teacher Collaboration (Staff/Dept/Course-level Mtgs)</i>
9:00 - 9:30	Advisory Period	Advisory Period		
9:40 - 11:00	2nd Hour	6th Hour	9:30 – 2:30	In-Person Learning Opportunities & Virtual Targeted Student Support
11:00 - 11:40	LUNCH	LUNCH		
11:40 - 1:00	3rd Hour	7th Hour		
1:10 - 2:30	4th Hour	Virtual Targeted Student Support		

Community Building

We will encourage and support a strong focus on community building in all courses during the initial weeks of the year with continued activities through the duration of virtual learning. To begin our community building in each classroom teachers will be asked to create short, introductory videos for each class that introduces themselves and the course to students. These videos will be posted to Eduvision and linked in Google Classroom by end of day on Friday September 4th.

Advisory

The purpose of Greenfield High School's Advisory is to ensure that every student has a meaningful and positive relationship with a teacher advocate in the school and to provide students with activities and experiences to grow personal/social, academic, and future planning skills. Advisories also help to ensure overall student engagement in online learning so that students don't fall through the cracks. Attendance is required and will be taken.

Key Technology Tools

All GHS teachers will utilize four key tools in the delivery of information and instruction:

Google Classroom will serve as the hub of all teaching and learning. Teachers will post all needed information and resources, including the VL+ Weekly Learning Plans in Google Classroom. All GHS teachers will be organizing the materials in Google Classroom in a similar fashion to help simplify functionality for students. Students should be checking in Google Classroom daily.

Zoom will be used as the video platform for live instruction. Teachers will share the Zoom links for classes in their VL+ Weekly Learning Plans/Google Classroom. Students will be expected to use the Zoom link to log into and engage in class at the designated time. Attendance will be taken as a result of live attendance on Zoom at the beginning of the class period.

Eduvision is the home to recorded class periods that students may access if a review is needed or to catch up on missed instruction. While this resource is available for students to review after class, it does not replace the expected attendance requirement during the scheduled class period.

Livingtree is being used K-12th grade as a common, parent-friendly, and streamlined communication platform with the specific intention of communicating with families about their student’s learning. Use of this platform is intended to support the stated needs of our parent community to simplify communication and is being used at the 4K-12th grade levels. Livingtree Engage allows parents to coordinate communication from all of their students’ teachers in a common platform. More information regarding Livingtree sign-up will be forthcoming.

Instruction

Teaching and learning will include scheduled, live, daily lessons via Zoom. Each class period will include opportunities for educators to provide instruction, support students in real-time, and give students opportunities to interact and collaborate with each other. One section of each course’s synchronous instruction will be recorded and posted to Eduvision to serve as a review/re-teach resource for students.

Each 80-minute learning period will include a variety of whole-group activities, small-group activities, formative assessment & feedback and individual work time. While all classes must have some elements of live synchronous activity every period, it is not required, nor expected, that all classes are fully synchronous for the entirety of the 80-minute period. A blended approach will be emphasized and exemplars will be provided.

Each educator will post a VL+ Weekly Learning Plan using a common format/template on their Google Classroom page and Livingtree. The VL+ Plan outlines key learning plans for each week and allows our students and families the ability to stay current on learning expectations and activities. Completed VL+ Weekly Learning Plans will be posted to each Google Classroom page and Livingtree by 7:30am Monday each week.

VL+ Weekly Learning Plan TEMPLATE



GHS <Insert Class> VL+ Learning Plan
<Dates>

This is your plan for your learning this week: what learning activities and assessments you can expect to participate in towards achieving your learning target.

Essential Learning Goal:			
Learning Intention:			
Dates:	Zoom Link	In Class (Synchronous) Learning Activities Including Daily Formative Feedback Methods*:	Outside of Class Activities with Due Date**:
Monday/ Tuesday			
Thursday /Friday			
Upcoming Summative Assessment:			

Homework

Homework may be given as needed as part of the VL+ Weekly Learning Plan. Homework assignments will be clearly aligned with learning goals and intentions. Homework will promote authentic independent/collaborative formative practice or be used to scaffold student progress toward the completion of a performance task or other authentic summative assessment.

Attendance

Attendance will be taken each class period by each teacher and entered into Infinite Campus. It is the expectation of the school and district that students are available and in attendance for the entirety of all synchronous class periods in the same way they would be expected to be in attendance during in-person schooling. A multi-tiered Student Re-Engagement Plan is in place for students who demonstrate consistent issues with engagement and/or absenteeism.

Should a student be ill or otherwise unable to attend class a parent/guardian will need to contact the GHS Attendance office in the same way as during in-person instruction. Students should utilize the VL+ Weekly Learning Plan, Google Classroom, and Eduvision for support for missed instruction.

Student Re-Engagement Plan

The GHS administrative team will coordinate efforts with advisory teachers, the student services team, and other support staff to implement a multi-tiered Student Re-Engagement Plan for students who are not engaging in virtual learning (3 or more consecutive days of absence without parent notification). This plan includes various forms of communication to families and students including real-time phone calls, emails, and other engagement strategies to work toward finding a way to get each student engaged in active synchronous learning.

Targeted Student Support

The VL+ Daily Schedule embeds Targeted Student Support time on Tuesdays, Wednesdays, and Fridays. This is a time to be used by teachers to assign students to attend for small group or individual instruction to address learning gaps, retake assessments, and provide additional instruction as needed. These are required meetings for students who are directed to attend.

Assessment, Grading, & Reporting

Teachers will provide live, formative feedback to students on a daily basis. A variety of assessments will be utilized with a focus on increasing the use of performance assessments to supplement tests and other traditional summative assessment formats. All courses will be graded using current grading and reporting guidelines.

If a student does not produce minimal evidence of ELG completion a failure may be considered. Prior to the issuance of a failing semester multiple efforts will be made and documented to communicate with the student AND with the parent/guardian. Students will be required to attend Targeted Student Support and be provided with additional support prior to receiving a failing grade.

Credit/No Credit/Incomplete grading options will only be available with specific administrative pre-approval based on significant student circumstances.

Special Education/504/EL

Staff will work together to create proactive and planned approaches to fulfilling all supports and interventions. Teachers and paraprofessionals will collaborate with instructional leaders, aligned administrators and the Director of Pupil Services to develop on-going plans to meet the needs of all students utilizing all available resources and structures. Any/all adjustments to plans will be communicated to the parent/guardian.

TECHNOLOGY & SUPPLIES

Devices & Support

All students will be provided a school-issued Chromebook at the start of the school year.

Students/parents in need of technical support should call the IT Student Helpline at 414.855.2040 or use the techhelp@greenfield.k12.wi.us email address to report issues. Any students whose devices cannot be quickly repaired will be issued a replacement Chromebook as necessary.

Books and Supplies

Where and when possible, electronic texts will be used or individual copies of texts will be issued for students to keep in place of any sharing of classroom texts.

A variety of options, including the possible use of in-person Wednesday visits or drive-through pick-ups, will be used by teachers and students for physical materials distribution and collection including and not limited to books, supplies, equipment, and other school-owned materials.

STUDENT SERVICES

Students can schedule an appointment to see their school counselor by calling or emailing their counselor or the student services office and/or by accessing the counselor's Calendly site to self-schedule. Teachers will confirm with a counselor if the student indicates they were not in class due to a scheduled student services appointment. Appointments will be available during regular school hours via phone or Zoom. On Wednesdays, student services staff will be available for in person appointments. The number of appointments will be limited on Wednesdays due to COVID safety restrictions.

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Communication

Regular communication will be provided to students, staff and families via a variety of methods. The Student Services Newsletter will be published monthly and emailed to staff and students directly and posted on the Student Services page of the High School Website and to the Livingtree platform. Updates and information will also be shared through the school counselor's Google Classrooms which are broken up into graduation year. Information will also be posted through the Student Services Instagram, Twitter and Eduvision accounts. Student specific information will be shared with the student and families via email and phone calls.

Academic COVID-19 Specific Student Support Services

If a student tests positive for COVID a parent/guardian should immediately contact the GHS Attendance office to share this information with the school. Students who test COVID positive and are symptomatic would be excused from current classwork. The assigned school counselor would work with the student, family, teachers, and administrator (as needed) to create a Continuity of Learning plan upon their return to school. This plan will outline

supports and modifications to curriculum for the student as well as the evidence of learning a student would need to provide to fulfill the course ELG requirements for the time missed.

Post-Secondary Planning

The Student Services team will continue to provide post-secondary planning and support to our students throughout the year. This will include Military, College and Trade visits via Zoom. These and other exploration opportunities will be shared through grade level Google Classrooms.

Freshmen small group meetings will happen in the fall, via Zoom, and will include a reintroduction to the school counseling staff, communication of high school expectations, and organization and planning for the future.

Individual meetings with Juniors and their families for specific highly focused post-high school planning will happen over the course of the school year starting in November. During the second semester, the counselors will work with the Advisory Team and coordinate with regular education teachers to deliver lessons specific to post-secondary planning and research using the Xello platform. Students have access to Xello year-round. Throughout the year the counselors will be available for on-going college application, scholarship and other post-secondary support.

Social/Emotional Services

Based on student need and as identified by pupil services staff, small groups of no more than eight students will be run for up to eight weeks. While these groups are open to all students, students who want to participate must sign up and have family consent. Groups will be held virtually during the Tuesday/ Friday Targeted Student Support time.

Individual support is available to students based on need. This support is designed to help the students bridge an immediate need and build skills. If the student is in need of services that stretch beyond an eight-week window and/or is more significant than skill building, counselors will provide referrals for community support to the family. The Signs of Suicide prevention curriculum will be provided for all students during the first quarter and will be delivered by Student Services staff virtually in classrooms.

Child & Family Therapeutic Services

Child & Family Therapeutic Services is the counseling agency that the School District of Greenfield has partnered with to provide onsite professional counseling services. This service will be available on Wednesdays. This agency utilizes families' health insurance for billing and accepts BadgerCare.

STUDENT ACTIVITIES & ENGAGEMENT

Athletics

Fall sports that are designated as low-risk / low-impact will be able to practice and compete utilizing WIAA and Woodland Conference protocols for student-athlete safety and risk mitigation. This decision may change and adjust based on continuing conversations and potential changes in infection rates. Additional information regarding winter and spring seasons will be forthcoming if/when necessary.

Student Activities

Student activities may be offered at the discretion of the supervising teacher in consideration of grouping of students and the value the activities would offer. Advisors are encouraged to coordinate virtual meetings and club activities. LINK Crew will continue to provide support for the on-boarding of our 9th grade students using a virtual platform.

School Contacts

Please reach out to your aligned administrator with any questions or additional clarifications you may need regarding our virtual learning plan.

Mrs. Teri Kovars (A-Hd)
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FREQUENTLY ASKED QUESTIONS

Will my student(s) be directly engaging with his/her/their teachers every day?

Yes – Teachers will be providing live instruction, utilizing Zoom, every period of every instructional day.

Will my student be on their Chromebook the entire 80 minutes of every period?

Likely not – Teachers will be utilizing instructional strategies that encourage some whole group, some small group, and some independent work times during each class. Teachers will not be lecturing or providing other whole group instruction for the entire 80 minute period.

I have a device for my child to use at home, do I need to get a Chromebook from GHS?

Yes – We are asking that all students take a GHS-issued Chromebook to ensure that all students have equitable access to the same functions and features and to allow teachers to make some basic assumptions regarding student technology access. Utilizing a common device allows our IT staff to quickly resolve any challenges or to issue a replacement.

May students be excused from class due to adjusted work hours?

No – Just as if we were in an in-person environment, students will be expected to be live in attendance at class during all scheduled class times. The school has developed a significant plan to support the re-engagement of perpetually absent students. Continued failure to attend may lead to additional consequences, including the possibility of referral to GPD for truancy.

How will my student receive social-emotional support during virtual learning?

We recognize the significant social-emotional challenges and trauma the time of COVID has brought to our students. We have taken several steps within our plan to work to address these challenges head-on. It is our stated intent to spend the first weeks of school focusing on building strong student-teacher relationships in all classes. Additionally, our revised Advisory period is designed to create an advocate and support for each student in our building. We are engaging in many student athletics and activities in safe ways to provide another outlet for student engagement. If further support is needed please reach out to our school counseling staff using the communication information shared in this plan.