

3/16/2020

Dear Families of Word of Life,

We are currently living in unprecedented times during our era. With so much uncertainty, we know that there is one unshakeable truth: The love, grace, and peace of the Lord Jesus Christ is ours. May we be continually reminded of that beautiful truth through our interactions with each other.

Word of Life Lutheran School, compelled by the love of Christ, exists to educate, equip, and encourage students for lives of Christian service. While this has regularly been carried out through face-to-face, daily interaction between students and staff, that option is not currently available to us. Even though we will not be in the same building during the coming days, we will continue to work toward our mission of educating students.

We are committed to you. In the event the government would announce that we can fully close without offering instructional opportunities to our students, we will not do this. We will continue to provide you, our families, the support you need so the critical education of your children does not stop.

While the delivery method of our education is changing, for the time being, we are still committed to high quality, Christ-centered education. In order to accomplish this, we are transitioning our delivery of instructional services to virtual learning. Our plan to complete that is laid out in the following pages. The roll-out of this new virtual learning will not be perfect. You will have many questions and we will work to answer those questions as quickly and completely as possible.

We thank you for your commitment to the mission of Word of Life, safety, and the continued education of our students.

In Christ,

A handwritten signature in black ink, appearing to read "Philip Krueger". The signature is fluid and cursive, with a large loop at the end.

Mr. Philip Krueger
Principal

Virtual Learning Plan

Timeline:

Word of Life Lutheran School is closed to students until at least April 6. We will make a decision on reopening at a date closer to April 6. All field trips, extracurricular activities, and before / after school care are cancelled until further notice. The musical is being postponed. We will be doing virtual learning school days on March 18-20 and March 30-April 3. Those two weeks of school (8 school days) will be marked for attendance for grades K-8.

The week of March 23-27 will be off (no attendance) for our previously scheduled Spring Break.

Office Hours:

Monday, March 16	7:00 -- 3:30 p.m.
Tuesday, March 17	7:00 -- 3:30 p.m.
Wednesday, March 18	7:00 -- 5:00 p.m.
Thursday, March 19	7:00 -- 3:30 p.m.
Friday, March 20	7:00 -- 1:00 p.m.

March 23-27. Office closed.

March 30-April 3 to be determined.

Staffing:

On Wednesday, March 18, the entire teaching staff will be available in their classrooms from 7:00-9:00 a.m. to support the transition to virtual learning and to help answer questions. Parents and students can pick up Chromebooks, paper materials, classroom supplies and other items needed for learning.

Please call 414-281-7808 should you need an alternate time to pick up learning materials.

On all other virtual learning days, staff will be able to work from home. If you come to the school building during school office hours, teachers will likely not be in the building to answer your questions.

Communication Plan:

During virtual learning days, email will be the preferred method of communication. Staff members will check and respond to emails between 8:10-3:30 p.m. Individual teachers are allowed, but not required, to give out their personal cell phone numbers for communication with families.

Each virtual learning day, our teachers will host a Google Meet time to help students and answer parent questions that are better handled in conversation rather than email.

Teachers will communicate the information on how to access these daily meeting times. On virtual learning days, the schedule of Google Meet times is as follows:

- 3rd and 4th - 9:00-10:00 a.m.
- 5th and 6th - 10:00-11:00 a.m.
- 1st and 2nd - 11:00-12:00 p.m.
- 7th and 8th - 12:00-1:00 p.m.
- K5 - 1:00-2:00 p.m.

Children grades 3-8 should be able to attend these Google Meet opportunities on their own. We ask that all parents attempt to log-in to at least one of these Google Meet(ings) this week. We hope that employers may be flexible in allowing you to do this if asked politely and if the situation is explained to them. We also hope this will bring them positive reflections on you as a parent and us as a school.

Google Meet times are subject to change from week to week. Information will be shared through Classtag, e-mail and www.wordoflifeshool.com.

Attendance:

Virtual learning days are school days. Unlike a traditional school day, attendance is not determined based on being physically present in the school building. Instead, attendance is tracked through work completion. Attendance is counted each virtual learning day for all students in K5-8.

For each virtual learning day, the classroom teacher will assign work for students to complete in various subject areas. In order to be counted as “present” on a virtual learning day, all of the work assigned in Religion, Math, and ELA must be completed (Note: For 6-8 students, Social Studies OR Science, based on their current course schedule, is also a required subject each day). **Students not completing the work for that day in all three core areas will be marked “absent” for the school day.** If work is done late, completed work will count **FOR** attendance. Partial day attendance will not be considered on virtual learning days. Absences will count toward yearly totals of absences for the 2019-2020 school year. In the event your child falls ill, you are not required to inform the school office. If they are still able to complete all the required daily work, they can be marked “present” for the virtual learning day.

While teachers will set daily work requirements, attendance will be marked as we are able to verify that the work is completed. For those able to complete the work on a computer, attendance can be marked as soon as teachers verify the digital work is completed. For those completing paper versions of the work, we will mark attendance as soon as we are able to get the work back and verify completion.

Teachers may also assign other subjects for students to complete. Students are encouraged to complete these other subject areas for their educational value. Additional subject lessons may be graded but their completion will not be counted toward attendance. Teachers will make clear which items are graded and which items are supplementary.

Grade Level Specific Academic Expectations:

PreK:

K4 participation in virtual learning days is completely optional. Attendance will not be taken on virtual learning days for PreK students. Mrs. Berg will provide a weekly packet of Religion, Math, and ELA activities for parents to complete at home with their child. These packets do not need to be returned.

K-2:

K-2 participation in virtual learning days is required for school attendance. All Religion, Math, and ELA daily work is required to be completed in order for the student to be counted as "present" for that day. K-2 instructional materials will be available via paper packets for pickup at the beginning of the week.

3-4:

3-4 participation in virtual learning days is required for school attendance. All Religion, Math, and ELA daily work is required to be completed in order for the student to be counted as "present" for that day. 3-4 instructional materials will be available digitally on Google Classroom or via paper packets for pickup at the beginning of the week.

5-8:

5-8 participation in virtual learning days is required for school attendance. All Religion, Math, ELA, and Social Studies OR Science daily work is required to be completed in order for the student to be counted as "present" for that day. 5-8 instructional materials will be available digitally on Google Classroom or via paper packets for pickup at the beginning of the week.

Title I:

Materials will be shared in the Google Classroom or via paper packets with information from the classroom teacher. Information from Mrs. Smith will be provided in Google Classroom or the printed materials.

Internet Access:

Internet access is not required for student participation and attendance on virtual learning days. If families have internet access at home, it will be more convenient to access and submit assignments digitally. Paper packets of weekly instructional material will be available in the school at the start of a virtual learning week. (Wednesday, March 18 and Monday, March 30)

There are several new options for families that do not have internet but would like to have it. Comcast and Spectrum are both offering free internet for two months. See the information at the links below:

<https://www.internetessentials.com/covid19>

<https://www.fdlreporter.com/story/news/2020/03/13/wisconsin-coronavirus-spectrum-offers-students-free-internet-access>

Distribution of Materials:

Chromebooks -

Families that have internet connection at home but do not have a laptop, desktop, or Chromebook that their child(ren) could use for virtual learning days will have the option of checking out a Chromebook. A device with a keyboard is optimal for students to complete their digital assignments. Chromebooks will be available from Mr. Krueger in the Church Narthex on Wednesday, March 18 during the material distribution from 7:00 a.m. until 9:00 a.m. or by appointment at 414-281-7808. Families will need to sign Usage Agreement Forms prior to checking out a Chromebook and understand that student usage is monitored by GoGuardian. Students misusing computers will have the school issued computer removed from the home. Paper packets would be necessary.

Paper Packets -

For families without internet access, the school will have paper packets of instructional materials available for students to complete. These will be available in the school on the first virtual learning day of each week. Packets should be picked up on Wednesday, March 18th and returned on Monday, March 30th. New materials will be picked up on Monday, March 30th for the instructional week of March 30th through April 3rd.

Each packet will contain the required completion tasks for students for each day of the week. Religion, Math, and ELA (6-8: Social Studies OR Science) daily requirements must be completed and returned to the school in order for attendance to be counted for the student.

Packets may be dropped off to the school office during office hours.

Hot Lunch -

As of the writing of this, we are still waiting for guidance from the Federal government and the Department of Public Instruction regarding lunches. At this time, we will offer breakfast and a sack lunch to all who are interested between 7:30 a.m. and 8:30 a.m. with the following routine:

Wednesday, March 18	Wednesday breakfast, Wednesday lunch and Thursday breakfast
Thursday, March 19	Thursday lunch and Friday breakfast
Friday, March 20	Friday lunch
March 23-27	We are unable to provide breakfast or lunch
Monday, March 30	Monday breakfast, Monday lunch and Tuesday breakfast
Tuesday-Thursday March 31- April 2	That day's lunch and tomorrow's breakfast
Friday, April 3	Friday lunch

Technology Support:

If you experience technology issues during virtual learning days, contact your child's classroom teacher. They will serve as the point person for either assisting you or connecting you with Mr. Krueger for additional support.

Thank you for your co-operation and support. Questions? Call the school office at 414-281-0820.