

St. Marcus Lutheran School - Remote Learning Addendum

Virtual Learning Overview: At St. Marcus, our mission is two fold. We are here to disciple our scholars for Christ as well as train them for excellence. As we transition our schooling into the virtual world, our mission remains the same. This means our focus will be on both continuing to build our Christian community of believers AND rigorous academic instruction.

Building Our Christian Community

- Weekly chapel will still take place virtually
 - Main Campus & North Campus Kindergarten 8:15 am - 8:30 am
 - Main Campus & North Campus Primary: Wednesday 8:45 am -9:00 am
 - Main Campus & North Campus Middle School: Monday at 3:10, broadcast live on Youtube
- Weekly assemblies will take place by grade level
- Teachers will provide community building and engagement activities consistently throughout the week
- School administrators will send video announcements to stay connected
- Social/emotional learning support systems are in place to share resources for student(s) and/or families individually or in a group experience

Rigorous Academic Instruction

Remote Learning Curriculum & Guidelines:

- The following subject areas will be taught daily for all students K4-8th. Learning will include a mix of online learning and paper packets. (Please see below for material pick up schedule)
 - Word of God
 - Math
 - ELA
 - Social Studies and/or Science (may be weekly depending on the grade level)
- Families can access daily work & assignments on Google classroom for grades K4-8th.
- Live Instructional Lessons
 - Students should attend all live lessons. In certain circumstances, we understand this may not be possible. (Please see attendance guidelines below for further information.) Therefore, all live lessons will be recorded and available for viewing at a later time. Please note, all students are still responsible for completing and submitting work by the posted due date.
 - Number of Live Lessons Per Grade Level
 - K4-4th grade: 2-3 live lessons a day
 - 5th-8th grade: 2-3 live lessons a day (dependent on lesson content)
 - Live lessons will be taught using Zoom.
 - During live lessons, student cameras must be on at all times. This helps teachers support students with engagement and participation. It also helps students hold themselves accountable for engagement and participation.
 - If students have a St. Marcus issued Chromebook, teachers will also be able to track engagement and participation through a program called, GoGuardian
- Total Screen Time Per Grade Level:
 - K4: 1-2 hours maximum
 - K5-4th: 2-4 hours maximum
 - 5th-8th: 4-7 hours maximum

Attendance:

Attendance is an important measure of student engagement and a predictor of student success. During remote learning, we stress the importance of constant communication between school and home. St. Marcus' goal is to support parents in problem solving so all students are successful. This goal is only attainable if we have clear, honest dialogue about what is working, what is not working, and possible solutions. Please partner with us and reach out as soon as a possible learning barrier presents itself.

The St. Marcus attendance policy for remote learning is different from when students attend in person/on site. By definition, attendance will be considered a 2-way communication either per course (middle school) or per daily requirements (kindergarten and primary). A student receiving and responding to communication defines 2-way communication. Students not responding within defined timeframes will be marked absent. The following components of remote learning are taken into consideration for student attendance:

- live (synchronous) instruction time
- engagement
- course progress
- task completion

Please note: The Wisconsin Department of Public Instruction will be mandating specific instructional minutes for student learning (both virtual and in person learning).

Student Absences: We understand that these are unique circumstances. We ask for continued communication as families are working to successfully implement remote learning at home. Please see below for two scenarios that may occur regarding your student being absent.

1. Student usually attends live (synchronous) instruction but is unable to attend a specific day:

- Parents/Guardians should inform the front office via phone of a student absence no later than 9:00 AM the day of absence.
 - The following absences will be excused:
 - **Personal Illness:** Parents or guardians must call or email the office each morning by 9:00 a.m. that their child is unable to log in to live learning because they are ill. Please indicate in this communication whether you think the illness is COVID-19 related and the symptoms of COVID-19 your student is displaying.
 - **Death of a Relative or Family Emergency:** Parents or guardians must contact the school office to explain the situation and estimated time of absence from school.
 - **Professional Appointments:** We strongly encourage families to schedule medical, dental, legal, and other necessary appointments outside of school hours. If this is not possible, the parent/guardian must follow the same procedure to report the absence.

2. On a regular basis, student is unable to attend live (synchronous) instruction for a portion of the day or all day:

- Parents should inform the teacher and Dean of Students if something is occurring that is preventing their student from attending live instruction regularly.
- Students will be excused from live (synchronous) instruction for valid reasons such as being at childcare, not having internet service, or needing to babysit younger siblings.
- Students who have been excused from live (synchronous) instruction must watch recorded lessons on their own time and submit any work by the posted due date. An alternate plan may be created for these families regarding attendance.

*Communication regarding task completion deadlines will be determined and communicated by teacher and/or directors.

Grading:

- Student Work:
 - Student work should be completed and turned in daily
 - Student work will be graded and entered into Skyward on a weekly basis
 - Throughout the week, teachers will provide feedback on student progress and work

Academic Integrity: (Primary & Middle School)

Academic integrity requires that each student's work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation of this principle is student academic honesty.

Academic Integrity Violations and Consequences

Violation Level 1

Plagiarism: copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own; submitting any work that is not your own such as work completed by a parent or sibling, or files shared with other students; enabling academic dishonesty.

Violation Level 2

Security breaches such as: misuse of passwords, accessing another student's account, providing access to one's account to another student, misrepresenting oneself as another student, illegally accessing any resources that are intended for instructional evaluation purposes, selling, soliciting, or purchasing material; enabling security breaches.

Procedure for Level 1:

1st Offense: Teacher informs the student, parent, and student's dean of the offense.

Middle School: The student will receive an Academic Dishonesty demerit (4 demerits plus writing assignment), and the assignment must be resubmitted correctly for credit per the teacher's discretion.

Primary: The student will receive an age-appropriate writing assignment, and the assignment must be resubmitted correctly for credit per the teacher's discretion.

2nd Offense: Teacher schedules an in-person or remote conference with parent, student, and student's dean to have a restorative conversation. Teacher advises the student and parent that a "0" (F) on the assignment(s) in question will be issued. The student may be able to submit a replacement assignment for partial credit at the teacher's discretion. If the violation occurred on an assessment, students will receive a "0" (F) with no opportunity for make-up.

Middle School: The student will receive an Academic Dishonesty demerit (4 demerits plus writing assignment).

Primary: The student will receive an age-appropriate writing assignment.

3rd Offense:

Teacher notifies the student's Dean of the offense. Dean schedules an in-person or remote conference with parent, student, and teacher to have a restorative conversation. Teacher advises the student and parent that a "0" (F) on the assignment(s) and/or assessment with no opportunity for make-up. Middle School: The student will receive an Academic Dishonesty demerit (4 demerits plus writing assignment). Primary: The student will receive an age-appropriate writing assignment. 3rd offense of level 1 offense will be disciplined as seen fit by administration but is not limited to detention, suspension, or expulsion. Multiple offenses of Academic Dishonesty are taken seriously and may result in loss of seat.

Procedure for Level 2 Violations:

1st Offense: Teacher schedules an in-person or remote conference with parent, student, and student's dean to have a restorative conversation. Teacher advises the student and parent that a "0" (F) on the assignment(s) in question will be issued. The student may be able to submit a replacement assignment for partial credit at the teacher's discretion. If the violation occurred on an assessment, students will receive a "0" (F) with no opportunity for make-up.

Middle School: The student will receive an Academic Dishonesty demerit (4 demerits plus writing assignment).

Primary: The student will receive an age-appropriate writing assignment.

2nd Offense:

Teacher notifies the student's Dean of the offense. Dean schedules an in-person or remote conference with parent, student, and teacher to have a restorative conversation. Teacher advises the student and parent that a "0" (F) on the assignment(s) and/or assessment with no opportunity for make-up. Middle School: The student will receive an Academic Dishonesty demerit (4 demerits plus writing assignment). Primary: The student will receive an age-appropriate writing assignment. 3rd offense of level 1 offense will be disciplined as seen fit by administration but is not limited to detention, suspension, or expulsion. Multiple offenses of Academic Dishonesty are taken seriously and may result in loss of seat.

* Any inappropriate use of technology would likely follow the same procedures of violations of Academic Dishonesty per the discretion of administration.

Student Services

Special Education: Every Special Education student will have a virtual summary of services written and implemented by our special education and/or MPS special education staff. The virtual plan will reflect as closely as possible services outlined in a special education student's current Summary of Services agreement. Services will be delivered but not limited to: 1:1 sessions, small group instruction, check-in's, modified curriculum, modified classwork, and open office hours by special education staff.

Counseling:

Individual student counseling will continue to be offered during remote instruction via encrypted Zoom telehealth sessions. To request individual counseling services, parents and guardians can complete the online referral (found [here](#)), or contact School-Based Therapist and Student Support Coordinator, Marianne Beyersdorf, with concerns. Students who are receiving services will need access to Zoom (either through their school-issued chromebook or another device). A counseling team member will continue to attend bi-weekly virtual student support meetings for each grade level. Virtual/remote group counseling and classroom mental health lessons will NOT be offered at this time.

Main Campus Contact Info:

Email: marianne.beyersdorf@st.marcus.org

Phone: (262) 349-3733

TNC Campus Contact Info:

Email: hannah.aderman@st.marcus.org

Phone: (414) 265-6819

Remote Learning Commitments:

The partnership between the school and families is vital for student success. Below outlines ways in which you can support your student during remote learning as well as tasks that will help your scholar be successful. In addition, we've outlined our commitment to you as we support your family remotely.

Christ First
CF = Christ First

Sacrificial Love
SL = Sacrificial Love

Biblical Discipleship
BD = Biblical Discipleship

Radical Expectations
RE = Radical Expectations

St. Marcus Lutheran School Remote Learning Commitments

† Teacher / Administrator Commitment || As a teacher or administrator in the St. Marcus community **I WILL:**

- do everything in my power to ensure my students' academic success (SL)
- be prepared for the school day by 8:00 am (RE)
- be accessible to students and families when questions arise (SL)
- communicate information in a professional and timely manner (RE)
- create a remote classroom atmosphere that respects the individual rights of all students (SL)
- utilize technology in appropriate ways to support the learning of my students (RE)
- remain committed to teaching Biblical principles and strive to witness those principles in all I do (CF & BD)
- support families in understanding the Biblical foundations of St. Marcus Lutheran School (CF & BD)

I understand that failure to adhere to these commitments will result in the loss of my status as a teacher or administrator at St. Marcus Lutheran School.

Teacher's Printed Name

Teacher's Signature

Date

Psalm 32:8 "I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you."

† Student Commitment || As a student in the St. Marcus community **I WILL:**

- do everything in my power to ensure my academic success and that of my fellow students including: (SL)
 - Check online each day to receive my work and engage in assigned learning activities (RE)
 - Participate in live video instruction with my video turned on at all times (RE)
 - Actively participate in discussions and interactions with my teacher and peers (RE)
 - Seek answers to questions when I have them (RE)
 - Complete daily work thoroughly and submit assignments by the assigned due dates (RE)
- utilize technology in appropriate ways to further my learning (RE)
- strive to exhibit Christ-like behavior in all that I do inside the school building, on social networks, and in my community (CF & BD)

I understand that by failing to keep these commitments I will eventually lose school privileges and my seat at St. Marcus Lutheran School.

Student's Printed Name

Student's Signature

Date

Colossians 3:23 "Whatever you do, work at it with all your heart, as working for the Lord."

† Parent / Guardian Commitment || As a parent / guardian in the St. Marcus community **I WILL:**

- do everything in my power to ensure the academic success of my child (SL)
 - ask my child every day what he/she learned about during remote lessons (SL & RE)
 - provide a quiet place in the home where my child can complete remote lessons and work (SL)
 - check that my child has completed daily lessons and assignments (RE)
 - initiate communication with your scholar's teachers/administrators when questions/ concerns arise (SL)
 - participate in any trainings provided to support my child's learning at home (SL & RE)
 - ensure my scholar appropriately uses technology to enhance his/her learning (RE)
 - enforce reasonable bedtimes to ensure adequate sleep (SL)
- regularly check notifications and information shared by the school on digital platforms and applications (RE)
- complete weekly or bi-weekly parent surveys to give the school feedback on remote learning (SL & RE)

- attend parent-teacher conferences and other mandatory parent meetings (RE)
- notify the school in advance of any necessary absences (each school day by 9:00 am) (RE)
- support the Biblical foundations of St. Marcus Lutheran School (CF & BD)

I understand that by failing to keep these commitments my child will eventually lose his or her seat at St. Marcus Lutheran School.

Parent / Guardian's Printed Name

Parent / Guardian's Signature

Date

Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it."

Remote Learning Schedules:

Remote learning schedules across campuses and grade levels are available in the Parent Room on the St. Marcus website. These schedules will also be shared with you by teachers and/or Directors. The schedules outline when live (synchronous) instruction will occur. Remote learning schedules are meant to help parents build in structure and routines for their scholar(s) while at home. We know routines help our scholars develop self-discipline as well as provide a sense of security during these ever changing times. Again, please communicate if the schedule for your scholar does not work for your family. Our goal is to work alongside you and help limit any barriers to learning.

Material Pick Up/Drop Off Schedule:

Remote learning materials will be made available for pick up as long as remote learning continues. Scholars may also be asked to drop off completed work during this time as well. While facilities are closed to the public, for your grade level and campus specific pick up/drop off schedule, please visit the Parent Room on the St. Marcus website. *Be sure to adhere to all safety expectations such as mask-wearing and social distancing during material pickup and drop off. Thank you for keeping St. Marcus safe!*

St. Marcus Sports:

All Fall sports will be cancelled this year. Please watch for communication coming from our Athletic Director, Seth Kock, or reach out to him directly with questions.

seth.kock@stmarcus.org