

Dear Parents and Students of Shalom High School:

Welcome to a new school year! We recognize that 2020 has been an INTERESTING year. Congratulations that you have overcome whatever obstacles it took to make it to this point ... at this moment ... at this time in your life! We are EXCITED that you have chosen Shalom High School to continue your education journey with us!

Let us be honest. This year will be different and sometimes this year may be frustrating and sometimes this year may even be overwhelming, but we promise if you trust the staff and walk through the year with us, you will definitely experience success! You will graduate ready for your next step after high school. The staff has spent a lot of time making sure that they are able to service you with the best lessons and projects.

The information in our handbook provides a brief summary of procedures, student expectations and guidelines. All students and parents are encouraged to read and reference this document throughout the school year. The handbook will also be available online on the Shalom High School Website.

If you have any questions or concerns, please do not hesitate to contact us.

We look forward to working with you throughout the school year.

Sincerely,

Joe O'Shea  
Co-Director

Denise Pitchford  
Co-Director

This page is to help you **get started with virtual learning**. Virtual learning at Shalom High School revolves around the use of google classroom. Before you can enter your google classes, you need to finish setting up your Shalom email address. Returning students have the same email address they had last year.

**NEW STUDENTS - DO NOW: Set up your email:** For most students, your Shalom email address is your first initial followed by your last name, and then @shalomhs.org. For example, a student named Nadirah Johnson would have the email address: [njohnson@shalomhs.org](mailto:njohnson@shalomhs.org). The first time you login to your account your password will be Password2 . You will be instructed to change the password, please choose a password you will remember. You can setup your email at [www.gmail.com](http://www.gmail.com) . There are instances when we had to give different email addresses, please contact Mr. O'Shea if this formula does not work for you or a different person's name is displayed when you login to your email.

**First day of school (August 17th:)** You will receive an email invite to a google meet. Click on the link and join the meeting. We will start at 9:00am, but you should join early to make sure there are no problems. You will use this same meeting link everyday for the first week of school. **It is important that you join the google meet from a computer or Chromebook and not a cell phone.**

**Getting started in Google Classroom:** You should receive invites to the google classrooms for your classes by email from your teachers. You can also see the google classrooms that you have been invited to at: [www.classroom.google.com](http://www.classroom.google.com) . Each classroom is a colored box, to join the class just click on the box. Announcements and conversations happen on the "stream" page, and assignments are posted on the "classwork" page.

**Getting help:** If you need help with your email, getting your Chromebook online, or getting started with google classroom you can contact Mr. O'Shea at 414-939-3961. You can also fill out a tech support ticket on our website [www.shalomhs.org](http://www.shalomhs.org) in the "resources" section. For help with specific classes, you should contact the teacher of the class. There is a contact list on the back of this letter.

Please save this letter so you can refer to it in the future.

**Shalom High School Contact Information**  
**School Phone: 414.933.5019**

<p style="text-align: center;"><b>Anthony Bradford</b> Parent/Student Coordinator <a href="mailto:abradford@shalomhs.org">abradford@shalomhs.org</a></p>	<p style="text-align: center;"><b>Joe O'Shea</b> Co-Director <a href="mailto:Johea@shalomhs.org">Johea@shalomhs.org</a> <b>Tech Support: 414.939.3961</b></p>
<p style="text-align: center;"><b>Sam Cunningham</b> School Climate <a href="mailto:scunningham@shalomhs.org">scunningham@shalomhs.org</a></p>	<p style="text-align: center;"><b>Denise Pitchford</b> Co-Director <a href="mailto:dpitchford@shalomhs.org">dpitchford@shalomhs.org</a></p>
<p style="text-align: center;"><b>Darrian Davis</b> Student Information Manager <a href="mailto:darriandavis@transcenterforyouth.org">darriandavis@transcenterforyouth.org</a></p>	<p style="text-align: center;"><b>Ms. Ringhand</b> English Instructor <a href="mailto:mringhand@shalomhs.org">mringhand@shalomhs.org</a></p>
<p style="text-align: center;"><b>Shelley Grays</b> Special Education Teacher <a href="mailto:mcgover@milwaukee.k12.wi.us">mcgover@milwaukee.k12.wi.us</a></p>	<p style="text-align: center;"><b>Micah Roscke</b> School Social Worker <a href="mailto:roschkmj@milwaukee.k12.wi.us">roschkmj@milwaukee.k12.wi.us</a></p>
<p style="text-align: center;"><b>Carol Mueller</b> Science Instructor <a href="mailto:cmueller@shalomhs.org">cmueller@shalomhs.org</a></p>	<p style="text-align: center;"><b>Mrs. Wehrhan</b> Social Studies Instructor <a href="mailto:dwehrhan@shalomhs.org">dwehrhan@shalomhs.org</a></p>
<p style="text-align: center;"><b>Mrs. Norton</b> Mathematics Instructor <a href="mailto:tanderson@shalomhs.org">tanderson@shalomhs.org</a></p>	

# Student Schedule

Trimester 1  
August 17<sup>th</sup> – November 17<sup>th</sup>, 2020

During the first trimester Students will be 100% Virtual. Below you will find the overall schedule for students. Students will be emailed an individual personalized schedule.

Students will meet with their classes twice a week for 60 minutes each session. Assignments, projects, etc. will be given by the teachers and when class is not in session students are expected to complete their work individually and submit it for grading.

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 am – 9:00 am	Teacher Preparation	Teacher Preparation	Teacher Preparation	Teacher Preparation	Teacher Preparation
9:00 am – 10:00 am	Hour 1 <i>Synchronous Instruction</i>	Hour 1 <i>Synchronous Instruction</i>	Office Hours  Google Meet Ups  Family Support	Hour 3 <i>Synchronous Instruction</i>	Hour 3 <i>Synchronous Instruction</i>
10:30 am – 11:30 am	Hour 2 <i>Synchronous Instruction</i>	Hour 2 <i>Synchronous Instruction</i>		Hour 4 <i>Synchronous Instruction</i>	Hour 4 <i>Synchronous Instruction</i>
12 noon – 12:30 pm	Advisory <i>Synchronous Instruction</i>	Advisory <i>Synchronous Instruction</i>		Advisory <i>Synchronous Instruction</i>	Advisory <i>Synchronous Instruction</i>
12:30 pm	Virtual Lunch	Virtual Lunch	Virtual Lunch	Virtual Lunch	Virtual Lunch
1:30 pm – 3:00 pm	<i>Asynchronous Learning</i>  Google Meet Ups  Family Support	<i>Asynchronous Learning</i>	Staff Meeting Leadership  Team Meetings  Tier 1, 2 & 3 Meetings	<i>Asynchronous Learning</i>  Google Meet Ups  Family Support	<i>Asynchronous Learning</i>  Google Meet Ups  Family Support
3:00 pm – 6:00 pm		Google Meet Ups  Family Support			
*Attendance Calls and Check In's done each morning by the School Climate and Administrative Assistant					

## YOUR SCHEDULE

Once you receive your email with your first trimester schedule, take a few minutes and fill in the is table with your schedule.

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>9:00 am – 10:00 am</b>	<b>HOUR 1</b>	<b>Hour 1</b>	<b>Staff Meetings, Team Meetings, BIT Team Meetings</b>	<b>Hour 3</b>	<b>Hour 3</b>
<b>10:30 am – 11:30 am</b>	<b>HOUR 2</b>	<b>Hour 2</b>		<b>Hour 4</b>	<b>Hour 4</b>
<b>12 noon – 12:30 pm</b>	<b>Advisory</b>	<b>Advisory</b>		<b>Advisory</b>	<b>Advisory</b>
<b>1:30 pm – 3:00 pm</b>	<b>Google Meet Ups and Parent Support</b>		<b>Google Meet Ups and Parent Support</b>	<b>Google Meet Ups and Parent Support</b>	<b>Google Meet Ups and Parent Support</b>
<b>3:00 pm – 6:00 pm</b>		<b>Google Meet Ups and Parent Support</b>			

Instructional Supports	
Students Will Have:	Parents Have:
<ul style="list-style-type: none"> <li>• A personal schedule, list of classes and all contact information for teachers and administrators.</li> <li>• A school email address that connects to their teachers and google classroom.</li> <li>• An Advisor that they will meet with 4 days a week for 30 minutes</li> <li>• Attendance phone calls for students who miss a day to assist with keeping them on track</li> <li>• Realtime progress grades via Google Classroom</li> <li>• A Chromebook and access and/or resources to internet</li> </ul>	<ul style="list-style-type: none"> <li>• Emailed copies of their student’s schedule</li> <li>• Contact information for each of the student’s teachers and school administrators</li> <li>• Weekly progress reports to monitor student grades</li> </ul>

**VIRITUAL LEARNING POLICIES**

**How long will this last?**

School will reopen on Monday, August 17<sup>th</sup>, 2020, and we will be 100% virtual for the first trimester (November 17<sup>th</sup>, 2020). As COVID-19 (coronavirus) continues to spread, the health and well-being of Shalom High School students, staff, families and community are of utmost importance. We are depending on the guidance of public health professionals who are the experts in protecting the community during virus outbreaks and pandemic. This is a difficult time and there are no easy answers as every day presents new dilemmas; therefore, we are doing our best to provide up to date information, at a time when details change quickly.

Should the Health Department open up schools for face-to-face instruction, staff and stakeholders will make the decision when and how we will reopen for face-to-face instruction. All parents will be invited to attend a virtual Parent Meeting when changes are being considered.

**Communication Plan**

Communication between home and school will include the following methods which are listed below:

- Class Tag/Text
- Infinite Campus Robo Calls
- Google Classroom Alerts
- Emails
- Phone Calls
- Shalom Web Site
- Shalom Social Media Pages
- United States Postal Mail

\*Shalom will rely on parents to check their email and monitor grades through Google Classroom Progress Reports

## **Attendance at virtual In Person Classes IS REQUIRED**

Students will attend a virtual in person class with their teachers two times per week. It is important that students be present for those lessons. If a student is unable to attend those classroom sessions, they will be able to view the recording, but the experience is not the same. Unless the absence is excused, the student will be responsible for meeting all deadlines on time. Please come to class dressed appropriately (at least from the top up 😊).

### **Attendance will be taken**

According to the Department of Public Instruction, attendance is contact between a student and a teacher during which direct-supervised educational services are provided. Attendance will be recorded for students engaging in face-to-face (teacher-led) instruction.

A student will be considered “Present (P)” when the student engages in instruction and completes specific, pre-assigned coursework either through asynchronous (self-directed) learning, synchronous (teacher-led) instruction.

A student will be considered “Absent-Unexcused (UNEX)” when he or she does not engaged in planned asynchronous (self-directed) learning, synchronous (teacher-led) virtual instruction, or face-to-face (teacher -led) instruction AND he or she DOES NOT contact a teacher, school administrator, or student data manager to announce his or her absence in advance. Unexcused absences include factors within the student’s and/or family’s control.

A student will be considered Absent-Excused (EX) when he or she does not engage in planned asynchronous (self-directed) learning, synchronous (teacher-led) virtual instruction, or face-to-face (teacher led) instruction AND he or she does contact a teacher, school administrator or student data manager in advance to announce his or her absence. An excused absence includes illness or factors not within the student’s or family’s control.

### **Students with Special Education Services will receive accommodations and modifications in their least restrictive environment**

Students who receive special education services will be scheduled to receive service the Special Education Teacher. As usual, service providers will provide trimesterly updates via progress reports. Annual student meetings will continue on schedule prior to the IEP expiring.

### **Grades**

Students will be graded as normal for assignments and the normal workload will be reinstated at the beginning of the school year. Students will be able to monitor their progress via Google Classroom.

### **How long will we be in Virtual Learning mode?**

We will do the first trimester fully virtual the end of the trimester is November 17<sup>th</sup>, 2020, or until the Milwaukee Health Department announces that schools can consider a form of face-to-face instruction with social distancing measures.

When that time comes students will attend school 2 days a week and work remotely 2 days a week.

### **Student Use of Electronic and Computer Technology**

#### ***Computer/Internet Technology***

Shalom supplies each student a Chromebook and supports the use of computer technology for the purpose of virtual learning. We recognize that this education opportunity comes with personal responsibility. Email accounts and file materials are not private and may be monitored by the school. Electronic message must not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred. Users are cautioned against transmitting personal information that they would not want made available to strangers. This includes name, address, and telephone number, Social Security, and credit card numbers.