



**AT-HOME**

**Learning**



**MILWAUKEE  
PUBLIC SCHOOLS**

# Family Guidebook

Everything you need to know to help your child  
get connected and keep learning!



## Welcome!

As individuals and as a district, we are all adapting to the coronavirus pandemic every day. The situation continues to change quickly, and schools are now closed for the remainder of the school year. During this time, we consider the ongoing learning of our students to be essential. MPS is providing this guidebook to ensure families are successful in supporting their children's education.



The support of continued learning while schools are closed has three purposes. First, we want our students to maintain the academic skills and growth they have already achieved. We know students lose their skills when school is not in session. Second, continued learning will help minimize instructional loss—without class time, students are not advancing their knowledge. Third, we want to support parents by providing recommendations, online resources, technology assistance, and sample schedules. MPS is committed to serving our families and helping students feel a sense of a normal life through meal distribution and access to academic resources. Routines and a sense of purpose can be comforting to children during uncertain times.

We encourage you to stay connected, set a schedule for your child, and celebrate at-home learning while schools are closed. Children will follow your example of being excited about learning!

We look forward to welcoming everyone back to school when the district can reopen safely, and we thank you for supporting your child's education.

## Summer Academy 2020

As in past summers, MPS will offer two sessions for summer learning.

Students will need a laptop or Chromebook. If your child will need a device for Summer Academy, contact your child's school.

**June Academy** is for students on the early start calendar and will take place through an online format. This session is for high school students, 8th-grade students, and students taking part in Extended School Year. Register at [June Academy](#). June Academy offers credit recovery for students who failed a class. Limited credit acceleration courses will be offered for students who need missing courses.

**July Academy** is for all students in grades K5–12. The program format is in development. Students register by grade level at [July Academy Grades 8–12](#) or [July Academy Grades K–7](#). For more information, read about [Summer Academy](#) on our website.

**June Academy**

**June 1–26, 2020**

**July Academy**

**July 6–31, 2020**

## ▶ How to Reach Us

All district buildings and offices are closed. For specific questions about your child or your school, contact your teacher or school leader by email. School staff will forward questions to district offices as needed.

MPS Central Services — call **(414) 475-8393**. MPS hotline — call **(414) 475-8900**. Both lines are open Monday through Friday from 8:00 A.M. to 5:00 P.M. Hours are subject to change.

Visit [mpsmke.com](https://mpsmke.com) for everything families need to know. The [MPS COVID-19 Updates](#) page carries recent messages, Frequently Asked Questions, locations for meal distribution, learning resources, and more.

For specific questions regarding a child with disabilities, call the Department of Specialized Services at **(414) 438-3648**. Please leave a message including the student's name and birth date along with your contact information so the IEP can be consulted before returning your call within 24 hours.

Families who need support for English language learners can call **(414) 777-7806**.

## Download the MPS App!

Use the links below or visit the app store on your device and search for MPS.



District information related to COVID-19, including meal distribution and learning packets available at Stop, Grab, and Go locations, event cancellations, Frequently Asked Questions, letters to families, and more is available on our [COVID-19 Updates](#) page.

Online learning resources can be found on our web page [Online Learning Resources](https://mps.milwaukee.k12.wi.us/en/District/About-MPS/District-News/Covid-19-Updates/Online-Learning-Resources.htm) (<https://mps.milwaukee.k12.wi.us/en/District/About-MPS/District-News/Covid-19-Updates/Online-Learning-Resources.htm>).



**Social Media:** The district posts frequent updates on Facebook, Instagram, LinkedIn, Twitter, and YouTube. Like our pages to see all our newest posts.



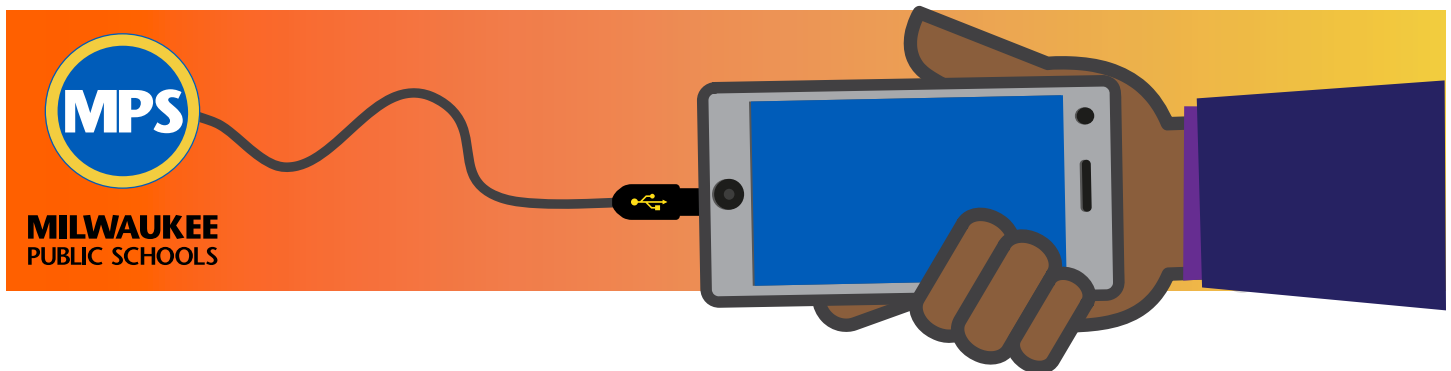
## ▶ Parent Portal (Infinite Campus) Technical Support

The district is sending updates to families by phone, text message, and email. Be alert for calls and messages from the district and be sure to listen to or read the complete message to avoid missing important details. Please update your contact information in the Parent Portal (Infinite Campus) to be sure these messages reach you.

MPS is offering phone and email support for families who want to create a Parent Portal account and for those who have forgotten their username and/or password. **Live Parent Portal phone and email support is available Monday through Friday from 8:00 A.M. to 5:00 P.M.** Hours are subject to change.

**To recover a username/password:** Parents and guardians should email [parentportal@milwaukee.k12.wi.us](mailto:parentportal@milwaukee.k12.wi.us). In your email, include the parent/guardian name, child's name, birth date, and a contact number to assist you in resetting your Parent Portal account. If you do not receive a phone call or email within 24 hours, please call **(414) 475-8159** for further assistance.

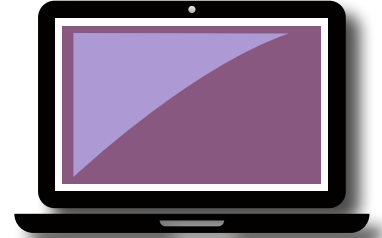
**For assistance setting up a new Parent Portal account:** Parents/guardians may call **(414) 475-8159** or email [parentportal@milwaukee.k12.wi.us](mailto:parentportal@milwaukee.k12.wi.us).



## ▶ Using Your Child's MPS Chromebook/Electronic Device

If you received a Chromebook or other device from Milwaukee Public Schools, here are a few important reminders.

- These devices are on loan to you and must be returned to MPS at a future date.
- Please handle and store the devices safely so they are not lost or damaged.
- The devices are only to be used for your children's learning activities.



If your device is not working properly at any time:

- Do not attempt to repair the device.
- Email the MPS Technology Support Center at [tsc@milwaukee.k12.wi.us](mailto:tsc@milwaukee.k12.wi.us) immediately. Please include a phone number, school name, student name and ID number, and description of the problem in the email so we can contact you.

## ▶ How to Get Started with Your MPS Chromebook

Two important steps are required for your child to access learning on a Chromebook.

- 1 The Chromebook must have access to Internet service. See the section below, *Accessing the Internet*.
- 2 The Chromebook must be connected to WiFi (a wireless network that allows connection to the Internet). See the section below, *Connecting a Chromebook to WiFi*.

You can find many resources to help you get started on the MPS [Family Resources](#) web page.

## ▶ Caring for Your Chromebook

Chromebooks are fragile and can be damaged easily. Teach your child to handle the Chromebook properly and keep it safe. If the Chromebook is damaged, your child will not be able to learn online. You can watch a video, [Caring for Your Chromebook](#), with your child to be sure they know how to handle their Chromebook, or read MPS [Best Practices for Handling Chromebooks](#).

## ▶ Accessing the Internet

An Internet connection is required for your child to log in to educational websites. Many phone and television providers are offering free or reduced-cost Internet plans for students. Contact your provider or view our [Internet Resources for Families](https://mps.milwaukee.k12.wi.us/en/District/About-MPS/District-News/Covid-19-Updates/04-20-20-Internet-Resources-for-Families.htm) list (https://mps.milwaukee.k12.wi.us/en/District/About-MPS/District-News/Covid-19-Updates/04-20-20-Internet-Resources-for-Families.htm).

## ▶ Connecting a Chromebook to WiFi



Watch our video, [Connecting Chromebook to WiFi](#).

Turn on the Chromebook. The Chromebook turns on as soon as it is opened. In the bottom right corner, click on the WiFi symbol.

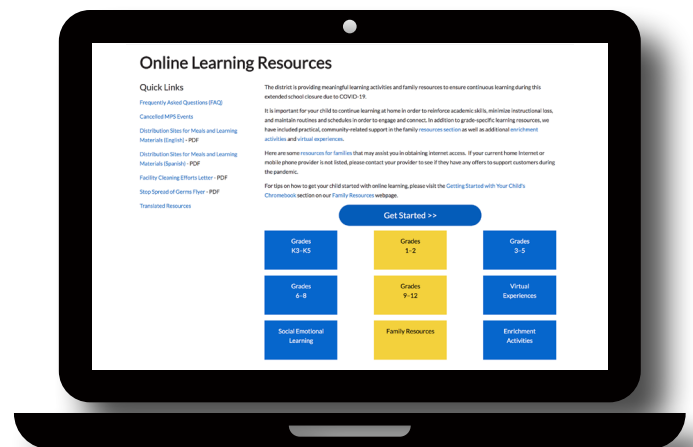
A box will open. You will see the word WiFi and a blue or gray dot. A blue dot means the WiFi is turned on. If the dot is gray, click on it and slide it until it turns blue.

You will see a list of Internet connections. Click on the connection for your family's Internet service. Enter the password for your Internet service. Your student can then log in to Clever to access educational websites.

## ▶ Accessing Websites for Learning

MPS has created a new area on the district website to support students and families in learning from home. Visit [Online Learning Resources](https://mps.milwaukee.k12.wi.us/en/District/About-MPS/District-News/Covid-19-Updates/Online-Learning-Resources.htm) to find everything you need to help your child keep learning (https://mps.milwaukee.k12.wi.us/en/District/About-MPS/District-News/Covid-19-Updates/Online-Learning-Resources.htm).

- Detailed instructions for using electronic devices and connecting to the Internet; see the [Family Resources](#) section
- Instructions for [Using Google to access resources](#)
- Lists of free websites by grade level to help you select activities that are appropriate for your child
- A page for adults that includes links to community resources including access to food, mental health support, COVID-19 information, and free services for families; see the [Family Resources](#) section
- Links to online field trips and tours of parks, zoos, and museums; see the [Virtual Experiences](#) section
- [Enrichment Activities](#) to provide variety and creativity including dance, exercise, arts and crafts, and more; see the [Enrichment Activities](#) section



## Student Access to Clever

**What is Clever?** Clever is a safe portal that provides access to multiple educational websites. Students log in once with a single username and password and can access many learning tools.

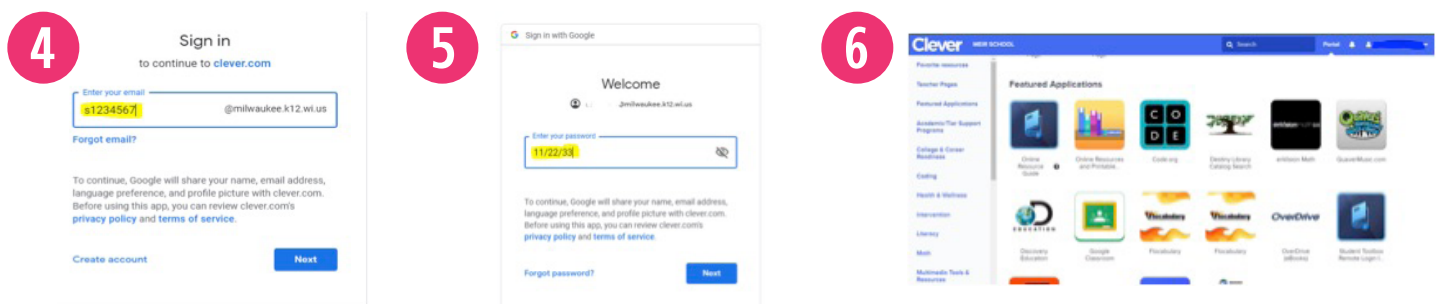
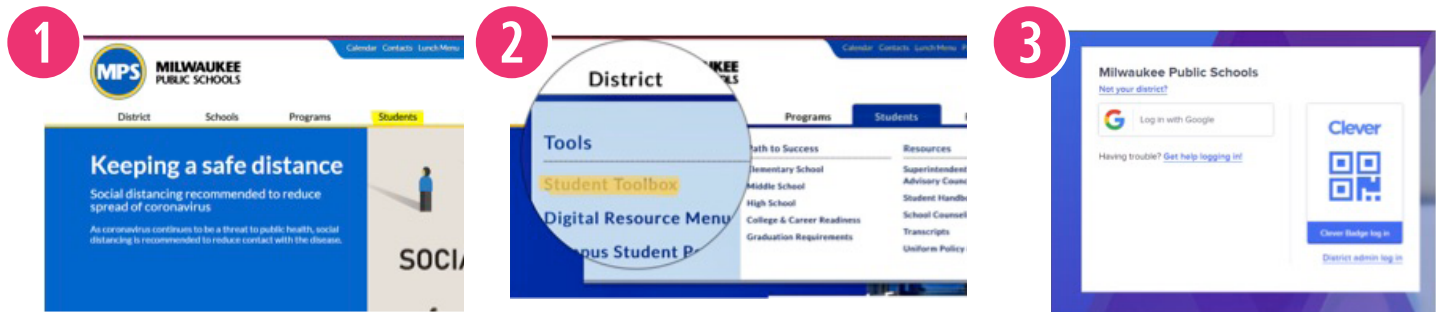
**How can students receive their passwords to log in to Clever and access online learning?** You will need your child's student ID number. The student ID number is the same as the student's lunch number. It can be found on your student's report card. Contact your child's school if you cannot find his/her ID number.



# Clever

Students can log in to Clever from the MPS home page: [mpsmke.com](https://mpsmke.com)

- 1 Click on the **Students** tab.
- 2 On the next screen, under **Tools**, click **Student Toolbox**.
- 3 Next, click **Login with Google**.
- 4 In the box that reads **Enter your email**, type in your child's seven-digit student ID number including the letter "s" — for example, **s1234567**—then click **Next**.
- 5 On the next screen, you will see **Welcome**. In the box that reads **Enter your password**, enter your child's date of birth using the format MM/DD/YY. This is the 2-digit month, 2-digit date, and 2-digit year. A student born on March 5, 2001 would enter 03/05/01. Click **Next**.
- 6 A Clever screen will appear. Your child's school name will appear at the top left. Click on an application and your child can start learning!







## Student and Family Expectations

We understand the stress and uncertainty many families are experiencing during school closures. The resources in this guidebook are designed to assist families and support student learning, not to cause additional stress. Every family situation is different, and we recognize that every family's ability to use learning resources will be different.

The district recommends that all school-age children **take part in learning activities every day**. As children's bodies continue to grow, we want to ensure that their minds continue to grow. Learning activities help reduce boredom and help make time spent at home productive and constructive.

**Below are some important tips to help students be successful in learning at home.**

### Family Expectations

- **Set aside a comfortable and quiet space for students to learn and study.**
- **Set a schedule for learning each day**, including breaks for meals and physical activity. This helps create a mindset for learning.
- **Ensure that a device and Internet access are available at home.** Contact your child's school if you need a Chromebook and/or Internet access.
- **Monitor district communications daily.** Information about the pandemic is changing quickly. Check the district website, app, or social media each day to stay up to date.
- **Locate your student's login and password information.** If you need help, contact the school. The student ID number is the same as the student lunch number and can be found on all report cards. See the section *Student Access to Clever* for more information.
- **Visit the [Online Learning Resources](#)** page to support student learning and well-being.
- **Maintain communication** with your child's teachers and school counselor.
- **Talk with your children** about assignments and progress.
- **Monitor the amount of time** children spend on all forms of learning.
- **Encourage physical activity and play each day.**



- **Be sure your child reads every day!** Set aside blocks of time for quiet reading— at least 30 minutes each day for grades K–5, and at least 60 minutes per day for grades 6–12. Younger children will look forward to having you read to them each day. You can find lists of recommended books on the [MPS Reads](#) page. Some books are available online through OverDrive at <https://soraapp.com/library/milwaukee/collections>. Log in with your child’s MPS student ID number.
- **Become familiar** with the [2019–20 Grading, Promotion, and Graduation Plan](#) as approved by the Milwaukee Board of School Directors on April 23, 2020.
- **Encourage new learning!** At-home learning can never replace the instruction children receive in school from qualified teachers, but online learning can maintain skills, offer new styles of learning, and allow access to exciting content and activities from experts. Through online tours and field trips, students can experience places and sites around the world!
- When you access online resources for your child, **choose activities designed for their current grade level.** If your child struggles, feel free to step down a grade level. If your child works through the tasks quickly and easily, try stepping up a grade level for deeper learning.
- **Sit with your child for at least a few minutes every day** to watch their activities, make sure they are staying safe online, and check that they are not accessing inappropriate material.

## Student Expectations

- **Plan time for learning every day.**
- Follow the **MPS Student Code of Conduct** while online.
- **Check the online platforms daily** for information on classes, assignments, and resources.
- **Locate your usernames and passwords** so you can access all available online resources.
- **Take part in online learning to the best of your ability.** What you learn while at home will make a smoother transition when schools reopen.

**High School Students:** If you have questions about your progress, contact your teachers, school counselor, or one of your school leaders/principals. They will respond to you with specific details about your progress and offer suggestions to recover credits if needed.

## MPS Reads

Each month, MPS features a list of recommended reading for all age levels. Visit the [MPS Reads](#) page to view lists of suggested titles. Many recommended books are available online through OverDrive at <https://soraapp.com/library/milwaukee/collections>. Log in with your child’s MPS student ID number. Your child’s teacher can offer additional reading suggestions.





## What to Expect from Teachers and School Staff

We want to remind families that all district school buildings and offices are closed, but teachers, school leaders, and staff are working from home to assist students and families in continuous learning. Please reach out to your child's teacher or school leader by email at any time. You can expect to receive a reply within 24 hours.

Every student should expect a check-in from teachers at least once per week through email or another platform. This is a chance to receive support and ask questions.

Families will receive a message from their child's school detailing virtual office hours. During office hours, teachers, school leaders, and staff will be available for phone calls and/or emails with quick response times.

MPS teachers have received guidelines with the recommended number of hours to be spent interacting with students each day. Students and families can expect specific amounts of time connecting with their teachers depending upon grade level.

### Principals and School Administrators

- Support school staff in facilitating remote learning and teaching.
- Establish virtual office hours to maintain effective communication with students, families, and staff, and be available during designated work hours.
- Connect with students, families, and staff to provide guidance and support related to grading, credit attainment, graduation requirements, and promotion and retention.
- Facilitate remote meetings with staff including staff meetings, grade-level planning, individualized education program (IEP) and 504 plan meetings, and other needs.
- Adhere to the [2019–20 Grading, Promotion, and Graduation Plan](#) as set forth by the Milwaukee Board of School Directors on April 23, 2020.
- Send weekly communications to families to keep them informed of new developments.



## Elementary Teachers (K–5/K–8)

Teachers may use an integrated approach to learning and teaching. This could be a combination of thematic online and offline practices to engage students.

- Teachers of K3–K5 will engage with students for 20 minutes to 1 hour per day.
- Teachers of grades 1–2 will engage with students for 1 to 1.5 hours per day.
- Teachers of grades 3–5 will engage with students for 1.5 to 2.5 hours per day.
- Teachers of grades 6–8 will engage with students for 2.5 to 3 hours per day.
- All elementary/K–8 teachers will provide the following:
  - Reading (minimum of one lesson daily)
  - Writing (minimum of one lesson daily)
  - Math (minimum of one lesson daily)
  - Science (minimum of two lessons per week)
  - Social studies (minimum of two lessons per week)
  - Art/Music/Physical Education (minimum of two lessons per week per specialist)
  - Small group and/or individual instruction (minimum of 15 minutes per session)
- Teachers will use “Week at a Glance” to develop standards-based instruction that is aligned to the content-specific Instructional/Pacing Guides.

Special education and English as a Second Language (ESL) teachers will create and assign two mini-lessons per week to submit to their students’ parents. These lessons will align with each student’s individualized education program (IEP). Special education teachers, not classroom teachers, will be responsible for assigning the work for their students. ESL teachers will discuss the assigned lessons with the classroom teachers.

ESL teachers will provide office hours to support their students in completing assignments. ESL and classroom communication may be done through email, phone, Google, apps, or other preferred platform/device on a weekly basis.

## Middle School Teachers

- Teachers in grades 6–8 will engage with students for 2.5 to 3 hours per day.
- Teachers will communicate with students and families to provide guidance and support related to grading, promotion, and retention.

Special education and English as a Second Language (ESL) teachers will create and assign two mini-lessons per week to submit to their students’ parents. These lessons will align with each student’s individualized education program (IEP). Special education teachers, not classroom teachers, will be responsible for assigning the work for their students. ESL teachers will discuss the assigned lessons with the classroom teachers.

ESL teachers will provide office hours to support their students in completing assignments. ESL and classroom communication may be done through email, phone, Google, apps, or other preferred platform/device on a weekly basis.



## High School Teachers

- Teachers in grades 9–12 will engage with students for 3 to 3.5 hours per day.
- Teachers will communicate with students and families to provide guidance and support related to grading, credit attainment, graduation requirements, and promotion and retention.

Special education and English as a Second Language (ESL) teachers will create and assign two mini-lessons per week to submit to their students' parents. These lessons will align with each student's individualized education program (IEP). Special education teachers, not classroom teachers, will be responsible for assigning the work for their students. ESL teachers will discuss the assigned lessons with the classroom teachers.

ESL teachers will provide office hours to support their students in completing assignments. ESL and classroom communication may be done through email, phone, Google, apps, or other preferred platform/device on a weekly basis.

## Bilingual and English Language Learners

MPS will ensure English learners have equal access to all instructional learning packets and online resources.

English as a Second Language (ESL) teachers will create and assign two mini-lessons per week to submit to their students' parents. ESL teachers will maintain office hours to support their students in completing assignments that classroom teachers submit to parents. ESL teachers will use multiple forms of communication based on their knowledge of parent preferences and availability.

Families who need support for English language learners can call **(414) 777-7806**.



## Social and Emotional Learning

Keeping children at home presents a unique set of challenges. Children may miss their friends, classmates, teachers, and school staff, and may struggle with the feeling of being confined. To help children and adults adapt to the emotions of being confined, we provide resources for social and emotional learning on our [Online Learning Resources](https://mps.milwaukee.k12.wi.us/en/District/About-MPS/District-News/Covid-19-Updates/Online-Learning-Resources.htm) page. (<https://mps.milwaukee.k12.wi.us/en/District/About-MPS/District-News/Covid-19-Updates/Online-Learning-Resources.htm>).

Adults and children react differently to stress and new situations. The uncertainty of the pandemic, school closures, and business closures are creating new types of stress. Families are encouraged to look for help in dealing with family needs, legal matters, housing, mental health, and other difficulties. Many resources are available on the [MPS Family Resources](#) page.

**Impact 2-1-1 Community Resources** provides a directory to locate food, housing, health care, and more. Access an online resource directory, call 211 to speak to a community resource specialist, or text your ZIP code to **TXT-211 (898-211)** to receive a response.

**Abuse and Mental Health Services Administration (SAMHSA) National Helpline:** Free, confidential, 24/7, 365-days-a-year treatment referral and information service available in English and Spanish. Call **1-800-662-4357**.

**Crisis Text Line:** Milwaukee County Behavioral Health Crisis Line available 24/7. Text MHA to **741741** or call **(414) 257-7222**.

**Sojourner Family Peace Center:** Call **(414) 933-2722** for the 24-hour confidential domestic violence hotline.

## Stay Active

Being active is important for growing children as well as adults. Going for a walk, playing sidewalk games, or reading a book outdoors can provide a change of scene, burn off excess energy, stretch muscles, and promote mental health. Indoors, new activities such as crafts or dancing can teach new skills and reduce stress. Find ideas for new activities on the MPS [Enrichment Activities](#) page.

## Mindfulness

Many MPS teachers use mindfulness in the classroom to help students focus. Mindfulness is the practice of paying attention to breathing, the body, and surroundings to shut out stress and gain control. Learning mindfulness is easy and takes only a few minutes. Ask your child if they learned mindfulness exercises in class, or visit [GoNoodle](#) to learn mindfulness techniques and enjoy dance videos and more for kids and families.

## ▶ Students Receiving Support through Intervention Programs

A number of MPS students receive specialized support through specific online programs. If your child regularly takes part in learning through online intervention, you will receive a letter with instructions to access these programs from home. If you need assistance accessing these programs, please complete the form at this link and someone will contact you for support: <https://tinyurl.com/onlinesupportMPS>.



**A personalized math program that offers assessments and immediate feedback to help students master essential math skills**



**A program for high school students seeking to recover credit after failing a class**



**Interactive online instruction for K5 – Grade 8 students that determines each student's strengths and areas for growth**



**Supports Spanish-language reading comprehension, vocabulary, and more**



**Online books, news articles, and activities to strengthen reading skills; available to all students**



**Math and English language arts support for students in middle and high school**



**A program for young children to build reading skills through a video game format**



**Online computer games designed to build and strengthen math skills; available to all students in K5 – Grade 8**



## Students Receiving Specialized Services Support

### **Implementation of Individualized Education Programs (IEPs), Related Services, Nonconventional Services, and Supports**

All services offered by MPS during school closures to nondisabled students will also be available to students with disabilities. Instructional packets, online education resources, and Chromebooks are being offered to all students, including students with disabilities.

Teachers and support staff will continue to offer activities that can be worked on at home to help students achieve their IEP goals along with connections to community resources. Teachers and specialized services staff members who work with your student may have specific resources that are appropriate to meet your student's needs as well as community resources that may benefit your family. If your student has not been contacted by their teacher, please call the school and notify the school leader.

### **IEP Meetings**

MPS continues to conduct annual IEP meetings as stated in the guidelines from the Wisconsin Department of Public Instruction (DPI). Special education supervisors will work with the IEP team members to set up meetings by phone or a virtual platform that is agreeable to the parent/guardian. Face-to-face meetings are not permitted during school closures.

### **Extended School Year (ESY)**

During the IEP team meeting, ESY will be discussed with the parent/guardian for students who are eligible. The determination will be made in the best interest of the student.

### **Referrals**

MPS continues to receive referrals during school closures and will comply with the required timelines, including conducting annual IEP meetings. Parents will receive a phone call regarding the timeline for assessments. Face-to-face assessments are not permitted during school closures.

### **For More Information**

If you have specific questions regarding your child with disabilities, feel free to call the Department of Specialized Services at **(414) 438-3648**. Please leave a message including your student's name and birth date along with your contact information so staff can look at the IEP if needed before returning your call within 24 hours.

More information from DPI can be found at <https://youtu.be/Fa6Uj6eDe1o>.