

C. MILTON WRIGHT VIRTUAL LEARNING GUIDE

Fall 2020

Mustang Strong, No Matter the Distance

BACK TO SCHOOL

Instruction officially begins on Tuesday, September 8. Please be sure that you have successfully logged in to your device (whether personal or HCPS provided) prior to the first day of school.

GETTING STARTED

Check out your daily schedule for Monday through Thursday [here](#) (also shown below). The Flex Friday schedule is shown below.

When it is time for class, log in to [itslearning](#) or follow directions specified by your teacher. Ask questions when you have them!

Virtual Learning "Do's & Dont's"

Do:

- log in each morning to the attendance website between 7 and 8 am.
- log into class promptly, ready to learn
- dress appropriately if your camera is on
- actively participate to earn credit
- utilize itslearning and turn in assignments prior to or on due dates
- contact your teachers via email immediately if you are unable to log into class
- consider using a background for privacy (some teachers may require a specific background)
- start class with your microphone on mute and await directions
- utilize the chat feature as appropriate and keep comments appropriate
- focus! turn off your music, put your phone down, and give the class your best effort
- utilize Flex Fridays to complete asynchronous lessons, catch up and get extra help
- consider participating in clubs and activities on Friday afternoons
- if you are able, have a designated work space to help you maintain focus

Don't:

- be worried: we really are all in this together
- hesitate to reach out to a teacher: we are here for you!
- be afraid to seek support from your counselor or administrator: we are here to help!

*We're in this
together*



ATTENDANCE

Your attendance is critical to your success, even in the virtual environment! Each day you will log your attendance online. Your classroom teachers will also take attendance each period. Find instructions for how to log your attendance [here](#). Absentee notes will be submitted electronically (see admin contact below). Please ensure that the note includes your name, the date(s) of absences, the reason, and parent contact information. Notes will only be accepted from the email that is registered within the parent portal.



FLEX FRIDAY GUIDANCE FOR STUDENTS

7:00-9:00: Work Time

Work on your asynchronous assignments from the week and preview next week if possible.

9:10-11:45: Teacher Office Hours & Work Time

You may receive an invitation to virtually meet with your teacher for additional assistance or enrichment AND/OR you can email your teacher to request a meeting during this time frame for extra help. Any time that you are not meeting with a teacher can of course be used to complete your assignments.

11:45-12:45: Lunch

Lunch hour...consider taking a break from your devices and getting away from the screen!

12:45-2:20: Clubs and Activities OR Work Time

This is a dedicated time frame for you to get involved in clubs and activities that you can participate in (virtually). Having an outlet is important for your mental health and wellness! Stay tuned for details about how to get involved!

Virtual Bell Schedule

| | |
|-----------------------------|---------------|
| Attendance (Use the App) | 7:45 – 7:55 |
| Instructional Period 1 | 7:55 – 9:05 |
| Break | 9:05 – 9:15 |
| Instructional Period 2 | 9:15 – 10:25 |
| Break | 10:25 – 10:35 |
| Instructional Period 3 | 10:35 – 11:45 |
| Lunch | 11:45 – 12:45 |
| Instructional Period 4 | 12:45 – 1:55 |

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YOUR SUPPORT SYSTEM

We understand that virtual learning is new for everyone and want you to be aware of the supports in place to assist you. Academic questions and concerns can first be brought to the attention of your specific teachers. Seek out your counselor or administrator with concerns outside of academics, and seek out the HCPS page for technical support

TECHNICAL SUPPORT

The HCPS website has a list of resources for technical support according to need. Check that out [here](#).



STUDENT SUPPORT SERVICES

Pupil Personnel Worker:
maureen.baxter@hcps.org

School Psychologist:
candice.daley@hcps.org



SCHOOL COUNSELING OFFICE

Administrative Assistants:

Jenelle.Brown@hcps.org

Rachel.Sellman@hcps.org

Counselors:

| | |
|-------|--|
| A-Ch | Kathleen.Gibbons@hcps.org |
| Ci-Ha | Michael.Liewald@hcps.org |
| He-Mc | Jeanie.Neuman@hcps.org |
| Me-Sh | Courtney.McLean@hcps.org |
| Si-Z | Andrea.Wolfe@hcps.org |



CMW ADMINISTRATION

Administrative Assistants

Rosemary.phillips@hcps.org (Lead)

Samantha.tallon@hcps.org (Grades 9 & 11)

Heather.Quigg@hcps.org (Grades 10 & 12)

Administration

Erica.Harris@hcps.org – Principal

Brooke.Harrell@hcps.org- Assistant Principal (Grades 10 & 12)

John.Siensen@hcps.org- Assistant Principal (Grades 9 & 11)

Gary.Wasielewski@hcps.org- Assistant Principal (STRIVE Program)