



Presentation's Holiday Quarantine & Distant Learning Expectations 2020-21

Weekly schedule

- **Holiday Quarantine** begins **Monday, January 4th** and will continue through January 18th. **In-person classes will resume on Tuesday, January 19th.**
- Office hours for teaching staff:
 - Weekly lessons will occur on Mondays, Tuesdays, Wednesdays, and Fridays
 - Schedules and amount of time will vary depending on age of students
 - Teachers will be sending out their schedules to their classes by Monday
 - Distance Learning lessons will be posted by your child's teacher in SeeSaw (Gr. K-3) and Google Classroom (Gr. 4-8).
 - Thursdays- Independent learning day
 - Teachers will have staff meeting, make check-in calls and prep lessons for Distance Learning
 - Students will catch up on school or work on projects.
 - Lessons and intermittent student contact time
 - Students will not be expected to be online the entire day.
 - We will create a balance of online and off-line learning experiences for our students.
 - Office hours: may vary per grade level schedules
 - Specialists
 - Specialist classes may use pre-recorded lessons & Zoom
 - These lessons can be viewed all throughout the week as they fit into your schedule.
 - Teachers will post Zoom links in SeeSaw for Gr. K-3
 - Teachers will post Google Meets in Google Classroom for Gr. 4-8
 - Communication about lessons will be in SeeSaw for Gr. K-3 & Google Classroom Gr. 4-8
 - PE
 - Lessons for the week will be posted on Mondays & Thursdays by 9:00 am.

- Music
 - Music class will continue to be on Tuesdays & Thursdays with a revised schedule
- Spanish
 - Spanish class will continue to be on Tuesdays & Thursdays with a revised schedule
- Band
 - Band students will be contacted by Mr. Starr to set up weekly band lessons

Student expectations for Google Meets/Zoom Conferences

1. **Attendance** - Attendance will be taken daily by 9:00am Monday through Friday. Students are expected to have set school hours to work on their lessons which will vary by grade level. All work missed by students who were absent due to sickness must be made up as soon as possible after returning to in-person or online school.
2. **Dress code** - Students are asked to be properly clothed and groomed to be present for school.
 - a. Students should make sure all clothing is appropriate for school.
 - i. T-shirts/sweatshirts with appropriate images and words
 - ii. No pajamas
 - b. Suitably groomed hair
3. Be aware of the background when on video chats:
 - a. pictures/words/people
 - b. Turn off radios/tvs any other devices that would be distracting
 - c. Keep in mind people can see you
4. At home learning environment:
 - a. It is encouraged for students to log in to the meetings from a common location in their home such as a living room, dining room, kitchen, etc.
 - b. Remain seated or standing while using any computer/laptop/chrome book (especially when on a video conference call with teachers and classmates)
 - c. Computer/Chromebook needs to be on a solid service (not on a bed or blanket)
5. No eating during a class session
6. If possible, use earbuds or headphones to cut down on feedback and background noises
7. Turn off all cell phones or other devices during an online class
8. Students must have school supplies needed for the specific class
 - a. Paper, pencil, textbooks, etc.
9. **Meeting etiquette**
 - a. Microphones are to be muted unless posing a question, providing a response, or participating in a group discussion.
 - b. Students are expected to be present at the beginning of class (schedule provided) and remain during instruction time and/or any group time if applicable.

Process for picking up or dropping off items at school:

Designated Pick-up and Drop-off days will be prearranged. Dates will be communicated in teacher weekly lesson plans on Monday, confirmed during weekly family check-in calls

- Pick-up and drop-off will be at the Preschool doors downstairs through the main lot. A staff member will stand outside using a radio to baggers inside. It allows for less traffic build up and quick movements for families to come and grab their items.
- Pick up items will be stored on the MS stairs going down to Preschool. Items will be organized alphabetically by family name with As at the bottom and Zs towards the top.
- Drop-off items - Families may contact Linda in the front office to arrange a Drop-off time. All items dropped off will be in the Mary's Room. - Items may be picked up by staff at their convenience (allow for a 72 hr period before handling items from home)