

Elementary Distance Learning Expectations and Guidelines 2020-2021

Important Information:

- At-home students are not to record, screenshot, utilize, or manipulate the image of the teacher, material, or class at any time.
- Students are required to dress appropriately when on camera.
- At-home students are expected to have their device (Chromebook/laptop) fully charged before entering school.

Recommendations:

- At-home students should work in an area of the home where they can maintain privacy to focus on their learning. This will also help to maintain the privacy of others in the class and in the home.
- At-home students should use earphones to listen to class content.

Daily Schedule

- At-home students must access Google Classroom daily and log onto the Google Meet stream at the start of each class.
- At-home students will follow their in-school schedule. For example, if the math class begins at 9:15, you must log on at that time.
- Teachers will take note of attendance for all students.

Google

- Google Chromebook will be assigned to all students in grades 3-5.
- Google (primarily Classroom and Meet) will be used to conduct online learning.
- Teachers will distribute Google Classroom Access Codes to students.

Cameras and Microphones:

- When necessary, in-school video cameras will be positioned to allow at-home students to follow the instruction (examples: view images/follow presentations).
- When necessary, in school microphones will be turned on to enable at-home students to both listen to and participate in classroom activities and discussions.
- At-home students must mute their microphones unless speaking (this will cut back on background noise at home and feedback in the classroom).

Engagement and Assignments:

- Teachers may ask at-home students direct questions (either orally or through chat) at any time during the class to check for understanding and engagement.
- At-home students can use the 'raise hand' button during class to ask a question or add to the discussion.
- At-home students can also use the 'chat' feature during class to submit a question.
- Other Google features may be used for at-home students to remain engaged in each lesson.

- During class, teachers may allow at-home students to shut off their cameras for a period of time to complete an assignment. Students, however, should remain logged on.
- At-home students are required to complete all assignments following the same deadlines as in-school students.
- Teachers may require at-home students to complete and submit an assignment(s) before the end of the day.

Support:

- Teachers will let their students know the best way to contact him or her for support.
- At-home students should reach out to their teachers if they need additional help.
- Teachers are available on Wednesdays for scheduled conferences and support.