

SAND CREEK ELEMENTARY SCHOOL

SCHEDULED VIRTUAL LEARNING DAYS

***This schedule will also be used for any additional snow days beyond our six State forgiven days**

Teacher Requirements

The items below are the minimum to be included in your daily, virtual schedule. However, we fully expect and encourage all teachers to do more than the list below. Changes in schedules are expected, but must be communicated.

- Hold a daily, 10 - 20 minute long, live morning meeting with the class using Google Meet, as well as an afternoon live meeting. Attendance is to be taken in the AM as well as the PM and must be done with an online face to face method by seeing the student. The content is your choice, but should include an overview of the day's assignments.
- Daily assignments must include at least one reading and math lesson. The assignments can be with you in a Google Meet or posted to be completed independently. Requirement also includes a minimum of one science or one social studies assignment.
- Hold daily "Office Hours" for a minimum of 30 minutes on Google Meet. The "Office Hours" will allow for students or parents to join and ask questions about the day.
- Small Groups are recommended, but not required.
- Assignments will be posted to Google Classroom by 8am daily.
- Current virtual teachers already have an established schedule and will not be required to change their delivery.

Student Requirements

- Student participation in their virtual classroom is mandatory per state and local guidelines. Students not completing work and/or attending required Meets will be in jeopardy of failing/retention. Attendance and participation is documented.
- Students will attend all required Google Meets.
- Students will complete assignments posted in Google Classroom by their teacher's required due date. Late and corrected work will be accepted no later than Sunday of the same week. (Missing assignments will result in a "0" in grades 3rd - 5th, and assignments will be counted as missing in Y5 - 2nd)
- Students will not mark assignments as "done" or "turn in" assignments unless they have truly completed the assignment.
- Students are expected to correct any work "returned" to them by their teacher, then re-submit through Google Classroom as instructed by the teacher and/or deadlines.
- All teachers will have individual classroom guidelines; please adhere to these.
- Students are required to continue to care for their Chromebooks, charge them daily, and only use them as directed by the classroom teacher. No other family member is to use a student's Chromebook.
- Students are expected to communicate with classroom teachers, especially if there is a question or confusion about assignments. (Options include: Google Meets, open "office hours", GoGuardian Chat, and Google Classroom messaging).

Parent Requirements

- Student participation in their virtual classroom is mandatory per state and local guidelines. Students not completing work and/or attending required Meets will be in jeopardy of failing/retention. Attendance and participation is documented.
- Parents are expected to check in with their students daily to ensure they have completed their assignments.
- Parents are encouraged to communicate with classroom teachers. However, teachers will only respond during school hours of 7:45 - 3:10 p.m., when not instructing. Please allow 24 hours to receive a response. The 24-hour response

window will require your patience and understanding. (Contact options: Open “office hours”, email, GoGuardian Chat, and Google Classroom messaging)

- Parents are expected to reinforce proper Chromebook care at home. Chromebooks are designated for school use only.
- Based on your student's grade and teacher, schedules and requirements may vary.
- If you or your child need assistance with Chromebook use, please contact your child's teacher during office hours.

Special Education Requirements

- Special Education Teacher will work with the classroom teacher to meet students' needs to complete coursework. The amount of time will vary based on each students' needs.
- Hold daily “Office Hours” for a minimum of 30 minutes on Google Meet. The “Office Hours” will allow for students or parents to join and ask questions about the day.

Specials Teachers

- Post one required assignment per assigned grade level by 8:00 a.m. Students will complete the assignment per classroom teacher.
- Specials teachers will hold 10 - 15 minutes of “office hours” for students to ask questions based on the assigned special for the day.
- Specials teachers are not required to hold live sessions with each classroom. You may contact the classroom teacher if you would like to schedule a live session.