



MORRIS ELEMENTARY SCHOOL DISTRICT #54
Inspiring Excellence in Every Child Every Day

Remote Learners

Attendance

Families must check in for attendance on their Teachers' Google Classroom by **9 AM** each school day

Breakfast/Lunch

A weekly Google Form will be sent out each Friday and needs to be filled out for EACH child wanting a meal, by 8 pm the night before you need the meals. Meals will be available via a Grab and Go Pick Up (in the front circle drive) from 1:00-1:30 pm.

Google Classroom

Assignments will be posted in Google Classroom

Direct Instruction videos will be posted by the start of Virtual Office Hours

Grading

Grading procedures will be adhered to per current student handbook.

Teacher Virtual Office Hours

K-5th Grade: 2:30-4:00 pm

6th-8th Grade: 1:30-3:00 pm

Specials: 1:30-3:00 pm

***Students may log on anytime during the Virtual Office hours to meet with their teacher and get any assistance they may need. STUDENTS MUST CHECK IN WITH ALL THEIR TEACHERS AT LEAST ONCE A WEEK.**

Tips for helping children with Remote Learning:

[Tips for Parents During School Closures](#)

[10 Ways for Parents to Help Teachers](#)

[Google Classroom Help/FAQ](#)



Virtual Meetings Etiquette (for Students and Parents)

1. Dress appropriately

Although working from home is pretty awesome considering you can do it in your PJs, you should put in a little more effort when you have a meeting scheduled. **Dressing appropriately is a virtual meeting must!**

The best part of actually getting ready while working remotely is that you'll put yourself in the right headspace to be productive.

2. Screen On:

If you need to go off-camera or step away, let your group know you'll be back. Camera use is important in helping you feel connected to your team, students, and parents.

3. Muting:

Plan to remain on mute when you are not talking to eliminate background noise. When you are home there are more sounds (the dog, the mail carrier, etc.) that could cause disruption. The microphone picks up on small sounds like a pencil tapping or typing notes which can be distracting for your audience.

Un-Muting: Don't forget to unmute when you want to speak.

4. Speak up/Introductions:

When you enter a small meeting (around two to five people) announce yourself when you join. It can be awkward to hear the "someone-just-joined" ding followed by silence. When you hop on the meeting, introduce yourself and say hi – just make sure not to interrupt someone mid-sentence. Don't be afraid to project your voice, too! Your team will appreciate being able to hear you without having to strain their ears or turn their volume all the way up.

5. Keep It Professional & Have Good Manners:

Virtual meetings often feel less stressful than in-person meetings, which can make it feel tempting to relax, kick back and be more casual than you would around others in the same room. Whether you're participating in an audio or video conference, maintain a professional posture and appearance. Make sure you are using professional/school appropriate language. You should be seated at a desk or table. At no point should you be in bed, or any location that would not be deemed as school appropriate.

6. Stay seated and stay present:

It may be tempting to check your inbox or carry on a side conversation during a dull moment in a meeting, but don't do it! You might miss out on key information or an opportunity to give input. If you're using your webcam, use attentive body language: sit up straight, don't make big extraneous movements, and don't let your eyes wander too much.

7. Look at the Camera & Speak Clearly:

If you were in an in-person meeting, you wouldn't be multitasking, looking away from people, or talking so low others can't hear you. The same goes for remote meetings.

8. No food allowed:

Try to eat a snack before your virtual meeting. No one wants to see you stuff your face with chips while discussing important school matters. Not only is it distracting to others, you won't be able to focus on the task at hand because you'll be worrying about dropping crumbs all over your keyboard.



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9. Limit Distractions as Much as Possible:

Distractions are everywhere, especially in our homes and on our devices. So, it's important that you make a conscious effort to remove them whenever possible. You'll need to be aware of things that can distract you and your students/parents, including background noise, things that can take your attention off of the meeting, and things that are just downright rude. Here are some ways to limit distractions:

- No siblings, pets, etc... It should just be you (as the student), just as if you were in the classroom teaching or attending an in-person meeting.
- Close the door to the room you are in.
- Turn off all music and TVs.
- Turn off your phone or silence it and place it away from you.
- Refrain from checking your email.
- Use a notebook and pen to take notes (don't type on your keyboard since the microphone inside your computer is right next to it).
- Use a headset to cut down on background noise and so that you can hear more clearly.

10. Consider Lighting:

Lighting is really important in a professional setting. Don't have a window behind you because it will turn you into a dark silhouette. And make sure your room lighting is bright so that you can be seen easily.