

LE Remote Learning Classroom

Welcome to your remote classroom. I am Ms. Shanana. I am the virtual assistant helping the LE classroom teachers this year. Your classroom teacher is still your lead teacher and will be assigning work. While your teachers have students in class four days a week, I will be running morning meetings and helping with day to day questions. I am excited to help you on your learning adventure this year! If you need to contact me, you can reach me by email at ssailsbury@dcsdk12.org, or students can message me through google chat if you have a DCSD student Gmail account.

Daily Expectations

Attend your morning zoom meetings and any other daily meetings you have with me or the classroom teachers. Complete your daily attendance question. Complete and submit your daily work packet.

Ms. Shanana's zoom link:

This link will only be active at specific times, but will always be the same. I suggest you create a bookmark for your student to be able to sign in daily. You may have to input the meeting ID: **406 964 9814** password: **528052**, but that will stay the same. I suggest attaching a note with this information somewhere your child can see for easy reference. Click to connect to a meeting: [Ms. Shanana's Zoom link](#).

While in zoom meetings, have the same manners you would have at school. Students need to have their screen names displayed correctly in zoom meetings. Learning each other's names is especially important while we get to know one another. Students need to have their cameras on, so we know you are with us. Please do not change backgrounds or rotate pictures once the meeting has started. If a student is behaving inappropriately, they will be subject to having both audio and video muted based on what the teacher deems appropriate. If misbehavior continues, they will be ejected from meetings.

Schedule: Monday, Tuesday, Thursday, and Friday

Whenever you start your day to 8:30 am- Morning check-in question. The form can be found at the bottom of the LE website homepage. Link to: [Morning Attendance Question](#)

AS of 08-14-20 Attendance update: If a student is logging in online for attendance, IT IS TIME-STAMPED and MUST be PRIOR to 8:30, or they are Tardy. From an audit perspective, it must follow the letter of the law and our Bell schedule. If a parent notifies Ms. Shanana, or Wednesday, their classroom teacher, he or she can't be at the meeting OR log in by 9 am - tell them to log in as early as they need., as opposed to logging in later - which will be tardy.

8 to 8:30 am- Morning zoom meetings will open for social time, and you can chat with your friends. This time is optional, but I suggest you log into zoom early to avoid missing the start of the meeting. Check the chat for any morning announcements.

8:30 to 9 am- Beginning of the school day! Once our meeting begins, you will be muted. Please stay muted unless the teacher asks you otherwise. At this time, please do not use the chat unless you have a question for the teacher. If you have questions during the meeting, you can type one in chat, use a reaction, raise your hand, or wait till the end of the meeting. I will ask for questions before ending the morning meeting.

Morning meeting example: Call to order, Attendance, Calendar, Weather, Special events (birthdays, holidays, etc.), Daily expectations and reminders, Group Movement or Brain Gyms, questions, meeting close. Optional - Daily book.

9 to 9:45 am (and 10 to 10:45 depending on the week): Class and grade weekly meeting

These meetings will rotate. See the schedule below. In this meeting, we will go over the worksheets you have been working on. I will review the upcoming work for this week. Students will have the opportunity to ask questions about any worksheets they need help with. We will be reading a book together. As the year progresses, we will have something like the reading groups we have had previously.

10 to 11 am or 11 to noon (depending on the week) - Ms. Shanan's open office hour. **Anyone** can stop by to ask questions about **anything** they need to know. My zoom call will remain open for this entire time. I will help out anyone I can. I will help in the order people arrive. Parents, please understand that if a student needs academic help I will assist them before the adults.

2:30-3:00- Classroom lead teacher's office hours

RL kids can contact the classroom lead teacher during this time if they have questions, clarifications, or help with anything. This communication may be in the form of an email, phone call, or zoom call.

The remainder of the day: work on daily worksheets. Please complete work using a pencil, put your first name and date on the front and back of all sheets. This is an excellent habit to have for your entire school career.

End of day: Have someone submit completed work to your Google Drive folder. Older students may be able to achieve this independently. This folder was shared with parents by your classroom teacher. Instructions for uploading your work are on the LE website. Work submitted is the final piece of your attendance requirements.

8-17 to 8-21									
Mon		Tues		Wed		Thurs		Fri	
First thing	Daily attendance form	First thing	Daily attendance form	First thing	Daily attendance form	First thing	Daily attendance form	First thing	Daily attendance form
8 to 8:30 am	All RL Morning zoom	8 to 8:30 am	All RL Morning zoom	9:00 AM	Classroom teacher zoom	8 to 8:30 am	All RL Morning zoom	8 to 8:30 am	All RL Morning zoom
9 to 9:45 am	1st Grade meeting	9 to 9:45 am	2nd Grade meeting	** note your classroom teacher may have other meetings for you on Weds.		9 to 9:45 am	3rd grade meeting		
10 to 11 am	Open Office Hours	10 to 11 am	Open Office Hours			10 to 11 am	Open Office Hours	10 to 11 am	Open Office Hours
8-24 to 8-28									
Mon		Tues		Wed		Thurs		Fri	
First thing	Daily attendance form	First thing	Daily attendance form	First thing	Daily attendance form	First thing	Daily attendance form	First thing	Daily attendance form
8 to 8:30 am	All RL Morning zoom	8 to 8:30 am	All RL Morning zoom	9:00 AM	Classroom teacher zoom	8 to 8:30 am	All RL Morning zoom	8 to 8:30 am	All RL Morning zoom
9 to 9:45 am	Ms Leana's students	9 to 9:45 am	Ms Lynn's students	** note your classroom teacher may have other meetings for you on Weds.		9 to 9:45 am	Ms Lisa's students		
10 to 11 am	Ms Roda's students	10 to 11 am	Mr Paul's students			10 to 11 am	Ms Chris's students	10 to 11 am	Open Office Hours
11 to noon	Open Office Hours	11 to noon	Open Office Hours			11 to noon	Open Office Hours		

*Please note that we have multiple ways for our remote students to have their attendance requirements met. If you cannot connect to a zoom meeting one day, you will still be counted if you have answered your daily question and submitted your work.

*Wednesday, you will have a similar schedule set by your classroom teacher. You will have different zoom links for their meetings, but your daily question link will be the same.

Over the first few weeks of school, we will all be learning our new routines. I will give lessons to your children on how to use some of this new technology. We have a very large group for our morning meetings, so as we move forward, I will create a schedule with smaller zoom group meetings. Small groups will create opportunities for your child to have more interaction with their grade and classroom peers. On days you have an

additional zoom meeting with me, it will typically begin shortly after morning meetings.
Thank you for your patience and for all you do to support your child learning at home.