

# Mrs. Millen's 5th Grade

Distance

Learning

Routines and

Procedures

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- ★ Eating/drinking
- ★ Turning in assignments
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- ★ Early finisher?
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## Eating/Drinking

- ★ Save snacks and food for lunch and breaks
- ★ Feel free to have water next to you during your school day to sip on and stay hydrated



## Turning In Assignments

- ★ Due dates of assignments will be communicated to you from the teacher, our weekly schedule which will be posted on the classroom website and Google Classroom.
- ★ Assignments are expected to be turned in by the time scheduled
- ★ Late assignments will be docked down.
- ★ I will be monitoring your progress and providing feedback on assignments regularly. Remember, I can see your work even before you turn it in!



## Working Independently

- ★ Follow directions
  - Re-read them if you are not clear
- ★ Stay focused
- ★ Ask yourself, "Is this my best work?"
- ★ If you've read the directions three times and still are unclear, ask for help



## Working with a Group or Partner

- ★ Always greet your partners
- ★ Stay focused
- ★ Work together, (two heads are better than one!)
- ★ If there are disagreements talk them out or use rock/paper/scissors
- ★ Divide up the work- give each other jobs
- ★ Be kind & respectful
- ★ Have fun!



## Quality of Work

- ★ Your work is a reflection of yourself
- ★ All work is your best work
- ★ Put in your best effort into everything you do, always
- ★ Teacher can have you redo an assignment if she feels you did not turn in work completed with your best effort



# Transitioning Between Subjects

For Breaks:

Follow teacher's instructions on work and materials

Wait for the teacher to dismiss you

Keep yourself logged into the video chat

At the specific time, be back and ready to go

For Lunch:

Follow teacher's instructions on work and materials

Wait for the teacher to dismiss you

You may sign off but you will need to log in by 12:20 sharp

If you are late it will be noted





## I'm finished with classwork! Now what?

If you are completed with work early, you may always read your book or complete homework.

You are also welcome to work on assignments from another subject.

If all classwork and homework is completed and you want a break from your reading book, you are allowed to have a puzzle book such as a Sudoku book or Crossword puzzle book or any other type of brain book beside you at your desk. These must be books, not cell phone games.

Stay on the video chat unless directed by the teacher to log off



## Work Area Organization

- ★ Set up in a space with few distractions, for example a space where TV/music isn't around or a place with not a lot of people walking by if possible
- ★ Set all your supplies to be in reach, this can be a desk, pencil pouch, binder, anything that works for you
- ★ Add something like a picture to calm and inspire your workspace and make it yours



## AM Procedure

- ★ Greet your teacher with eye contact when she greets you.
- ★ Screen is on, microphone is muted
  - Screen must be on - this is an expectation
- ★ Game face is on/Ready to learn
- ★ Work space is organized and tidy
- ★ Notebook/textbook/supplies are easily available



## End of Day Procedure

- ★ Agenda is written out
- ★ Listen to any announcements from your teacher
- ★ Tidy up your work space
- ★ Say goodbye to your teacher
- ★ Log off the video chat



## Suggested Supplies

- ★ 4 Spiral Notebooks
- ★ White Board
- ★ Whiteboard Marker
- ★ Whiteboard Eraser
- ★ Pencils
- ★ Pens (Colorful pens make everything more fun!)
- ★ Sticky Notes
- ★ Highlighters/Colored pencils
- ★ Loose leaf paper
- ★ Water bottle



## Being Prepared for class

- ★ Work space is neat, tidy, organized
- ★ Supplies are in reach
- ★ Books are close by
- ★ Distractions are turned off (phone, TV, etc)
- ★ Sitting up straight
- ★ Game face on(camera on)



# Video Chat Expectations

Listening posture

Sitting up straight

Staying focused/ not doing  
something else

\*\*\*Save fun filters for a specific  
time when the teacher allows it\*\*\*\*



# Zoom Ground Rules

No chat while teacher  
is talking



Be on time



Zoom from a quiet  
and calm workspace



Mute yourself



Turn on video



Be prepared



Eyes on speaker at all  
times



Raise your hand  
to talk



Be respectful



## Restroom

- ★ Try to use the restroom only at lunch and breaks
- ★ If you DO need to use the restroom during class hold up the "r" signal with your hands on the video chat and wait for your teacher to dismiss you
- ★ If you need to throw up, just go! Don't wait for me to dismiss you.



Bathroom



## Asking for Help

I'm always here to help you! Just raise your hand/e-mail me any questions you have.

### Any Issues:

1. Ask to talk to me privately
2. Write me an e-mail explaining the situation
3. No tattling or talking about anyone in front of anyone else



# Refocus Form

If expectations are not being followed you will be given a warning or a chat from the teacher

If the behavior expectations still aren't not being met you will be asked to fill out a refocus form

The form will be e-mailed to your parents for review



**Behavior Reflections**

Reasons for My Behavior

Name \_\_\_\_\_  
Date \_\_\_\_\_

Consequences of My Behavior

How do I feel?

How has my behavior affected others?

Other Consequence(s)

Description of My Behavior

Plan for Improvement \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student \_\_\_\_\_  
Teacher \_\_\_\_\_  
Parent \_\_\_\_\_

Developed by Laura Candler - Teaching Resources - [www.lauracandler.com](http://www.lauracandler.com)

The form is titled "Behavior Reflections". It features a central box labeled "Description of My Behavior". To its left are three stacked boxes labeled "Reasons for My Behavior", with arrows pointing from each to the central box. To its right are three stacked boxes labeled "Consequences of My Behavior", with arrows pointing from the central box to each. Below the central box is a section for "Plan for Improvement" with four horizontal lines. To the right of the plan is a box for signatures, with lines for "Student", "Teacher", and "Parent". At the top right, there are fields for "Name" and "Date". At the bottom center, there is a small copyright notice: "Developed by Laura Candler - Teaching Resources - www.lauracandler.com".

## Quest in the Video Chat

- ★ Work quietly
- ★ If I am in the middle of teaching and have to stop, you need to get out a book, work on classwork/homework, or work on a brain puzzle book.
- ★ No shouting out or talking (mute yourself)
- ★ Read quietly if you have nothing else to work on

