Mrs. Millen's 5th Grade

Distance

Learning

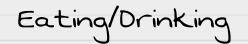
Routines and

Procedures

click the Procedure for the Link

- ★ Absence Procedure
- ★ Eating/drinking
- ★ Turning in assignments
- ★ Working independently
- ★ Working in groups/pairs
- ★ Quality of work
- **★** Transitions
- ★ Early finisher?
- ★ Desk organization
- ★ AM procedure

- ★ End of Day Procedure
- **★** Supplies
- ★ Being prepared for class
- ★ Video Chat procedures
- ★ Reward system
- ★ Refocus form
- ★ Restroom
- * Asking for help
- ★ Guest in the video chat



* 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 eachother 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:	For Lunch:
Follow teacher's instructions on work and materials	Follow teacher's instructions on work and materials
Wait for the teacher to dismiss you	Wait for the teacher to dismiss you
Keep yourself logged into the video	, , , , , ,
chat	You may sign off but you will
	need to log in by 12:20 sharp
At the specific time, be back and	- '
ready to go	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)

<u>Video Chat</u> <u>Expectations</u>

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





















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:

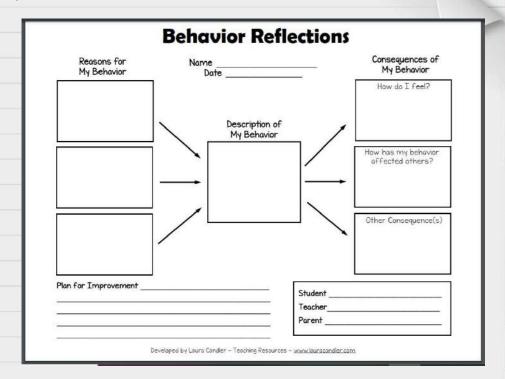
- 1. Ask to talk to me privately
- 2. Write me an e-mail explaining the situation
- 3. No tattling or talking about anyone in front of anyone else

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



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