

## MME UPDATE

Hello MME Families,

I want to provide you with a concise overview of what school will look like for your child when we launch our online “e-learning” school program on Monday, April 6<sup>th</sup>:

### Daily e-Learning Schedule and Routine

- I’m including a link to a FAQ document that outlines our e-learning plan and procedures <https://docs.google.com/document/d/12o9F-z51FqABZJMTPvQ4riOPEAKseboDhPK0aDMWcg/edit>
- In a nutshell, MME students will be following their normal schedule each day, although they'll often have some flexibility in deciding when to do the work for each class.
- When a teacher schedules a real time, live-streaming class activity (*this won't happen every day, in every class*), that activity will occur exclusively during the daily scheduled time block for that class
  - For example, the 2<sup>nd</sup> Hour teacher must hold all live-streaming activities between 10:11 and 11:06
  - Here is a copy of the daily schedule for students to post on their home screen and/or near their works pace: [https://docs.google.com/spreadsheets/d/16XRyL2mdhO09VpU3s2OdB64KZsQsw\\_5Qc9zoArYJ2MI/edit#gid=0](https://docs.google.com/spreadsheets/d/16XRyL2mdhO09VpU3s2OdB64KZsQsw_5Qc9zoArYJ2MI/edit#gid=0)
- The daily e-learning routine for your child should look like this:
  - Be up and ready, at your home work station by 9:00 am each day
  - First things to do each day:
    1. Go to the attendance form on the Schoology grade level page and enter yourself present
    2. Check Schoology for each of your classes to see who has scheduled a live stream activity for that day, make a note to be present on Schoology at the beginning of that specific class period
    3. In your planner, write down the “To Dos” for each of your classes that day
    4. Review your “To Dos” for that day and prioritize what to work on first
    5. Toward the end of the e-learning school day, review the daily “To Do” list, submit any assignments that are due, write in your planner “To Dos” for the next day
  - For your humor and/or reference, I will be sending out a video of me modeling a walk through of what the daily routine should look like
- Teachers will record and post all of their live stream activities for students that were absent, had a technology issue, were watching a sibling, overslept, etc.

- I'm also attaching a daily e-learning planning sheet that students can use to stay organized if they don't already have some sort of planner system set up. Here it is: <https://docs.google.com/document/d/1eQgDVZ7UmVlaLefLWffOcX3bPvuT7MpJiT8CS1dLHxQ/edit>

### **Monday, April 6<sup>th</sup> – Plan for First Day of e-Learning**

- On this day, each teacher will post and review with the students all of the e-learning routines, expectations, and norms for that class
- On or before this day, students should also read through the FAQ document to make sure they understand how our e-learning process is structured and what to do if they run into a problem
- This day will also mark the beginning of Quarter 4, so students should check Skyward to make sure they understand any changes to their elective classes

### **Attendance Taking for e-Learning**

- Each day we will post an attendance form on the grade level Schoology page for students to make themselves present
- We will review this form daily to see who has not signed in as present, check to see if those students have shown any other evidence of being present that day (submitting work, posting on a discussion board, etc.) and submit student names to the attendance office
- The attendance office will notify parents any day that their child has not shown evidence of being present, or engaged in e-learning that day
- School staff will monitor student engagement levels and reach out to parents if we notice a trend of a student not being engaged in their e-learning

### **Handling Technology Issues**

- #23 on the FAQ document explains what to do if a student is having any technology issues
- We understand there may be issues for some students with internet connectivity and speed that could get in the way of e-learning, we will be flexible and patient as needed

- Here's a link to our tech resources page that walks you through how to put restrictions or time limits on an ipad, your home wifi, etc. [https://docs.google.com/document/d/1KqUVvtcq1BRN3qYkUcPH3KOPa\\_tIQMWVfj678IOvVbg/edit](https://docs.google.com/document/d/1KqUVvtcq1BRN3qYkUcPH3KOPa_tIQMWVfj678IOvVbg/edit)

## Parent Checklist

- I'm also including here a short checklist for parents to help you in getting your ducks in a row. Here is a link to that document: [https://docs.google.com/document/d/1AsislsMdfYVnV2YrK5usq\\_-56vw1nkfh-u8IkfDrTk/edit](https://docs.google.com/document/d/1AsislsMdfYVnV2YrK5usq_-56vw1nkfh-u8IkfDrTk/edit)

To say these are challenging times is an understatement. The uncertainty and anxiety families are feeling right now, trying to adjust to a new normal, trying to work from home, trying to establish routines for children lacking the structure of the school day, not knowing if your job is in jeopardy, wondering when and if things will ever go back to how they used to be .... It's a lot to deal with and families are, and will be struggling. Now more than ever, we need to rally as a school community to support each other and make the best out of this new reality.

The staff here at MME has been working really hard to get ready for April 6<sup>th</sup> and I'm confident we will deliver a high quality, engaging and personalized educational experience for our students. Yes, we will need to be nimble and monitor/adjust as we get a sense of what works and what doesn't, but our staff is up for the challenge and so am I.

Take care of yourself and your families and try to enjoy the gift of time and togetherness this social distancing is providing families. In the blink of an eye, your children will be grown up and off on their own, and you'll want nothing more than to just have them around the house a little more .... that's my reality.

Sincerely,

Pete Dymit  
Principal. MME