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## Overview & Purpose

Parent(s)/Guardian(s) and Student(s) who will be engaged in Remote Learning will be required to attend an informational Remote Learning meeting (TBD) .

The informational night will take place at Madison Elementary School where technology will be dispersed and the required paperwork filled out.

Remote learners will be provided guidelines of distance learning procedures.

At the onset of each week, families will be provided with a clear outline of what will be covered and expected over the course of the upcoming week.

At grades K-4 “Remote Learning Teachers” will communicate with families on behalf of their assigned grade levels.

## Guidelines for MSAD 59 Remote Learning Option at Madison Elementary School



September 2020

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## REMOTE LEARNING DAYS

\*Remote students will be assigned to either **Blue** or **Gold** grade level groups

\*All remote learning students will be assigned a grade level Remote Learning Teacher

\*The Remote Learning Teacher will set up a schedule of the class times for remote learners and individually contact them

\*Remote learners will be instructed using the appropriate grade level curriculum with a primary focus on literacy, math and integrated studies

\*Remote learning instruction will range from 30-90 minutes based on the lessons being covered

\*Remote learners are expected to have daily check-ins with their Remote Learning Teachers and engage in independent activities

\*Remote learners will practice the MAC technology behavior

\*Independent Learning days happen opposite of their Remote Learning "Teacher" Days. Students are provided with independent work and practice that will be reviewed, expanded upon, or referenced during virtual or in-person instruction.

### Getting Ready for Your Remote Learning

Make sure you have completed your pre-class activity and be ready to learn!

Work with your family to find a quiet place that won't disturb other people in your house and won't distract you from learning.

Prepare your learning space. Make sure you have a clear learning space, something to write with and your device.

If possible, have a clear background with no items that contain personal information.



### DURING YOUR TIME IN CLASS

Ask questions if you are confused about the learning and independent practice work.

When you are not speaking, please mute the microphone.

Turn off all other distractions such as a cell phone, television, or gaming device.

Follow MAC guidelines.

### EXAMPLE: 3rd Grade Daily Schedule

8:20-9:10 Creativity Break  
(Art/Music/Gym)

9:10-9:20 Snack Break

9:20-9:40 Morning Meeting

9:40-10:10 Mindfulness Break

10:10-10:40 Math

10:40-11:00 Movement Break

11:00-11:20 Word Work (Mon. & Friday)  
Writing (Tues., Wed., &  
Thurs.)

11:20-11:40 Movement Break

11:40-11:55 Read Aloud

12:00-12:50 Recess/Lunch Break

12:50-1:30 Reading

### MAC Technology

#### M-Movement

(Sit at a computer & calm body)

#### A-Activity

(Eyes on screen & ears listening)

#### C-Conversation

(Voice Level 0 while mic is muted  
& raise hand to speak)