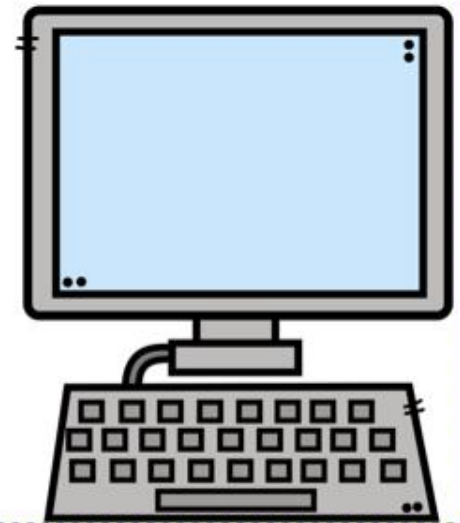


1st grade Policies and Procedures Ms. Long's class, 2020-21

Here is an overview of our
class procedures and policies
to help us during Distance
Learning.



Essential Agreements:

1. Listen to your teachers
2. Stay focused
3. Don't interrupt & raise your hand
4. Keep my hands to myself
5. Be kind and polite



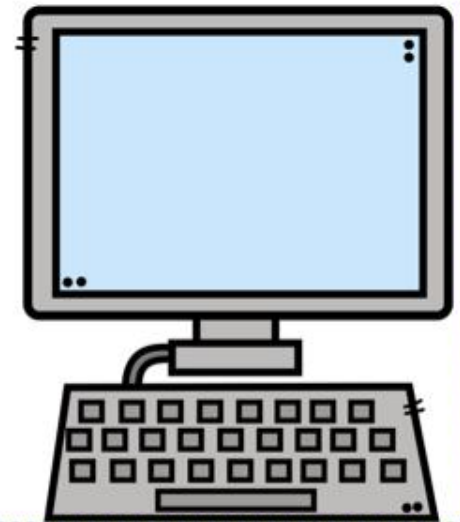
VIRTUAL MEETINGS

- All “live” instruction with Ms. Long will be on Zoom
- To join our meetings, click on <https://zoom.us/j/5834709591>
- Sign in a few minutes early
- Wait in the “Waiting Room” until Ms. Long lets you in
- You’ll start on mute, so wave and/or say “hello!”



GETTING PREPARED FOR ONLINE LEARNING

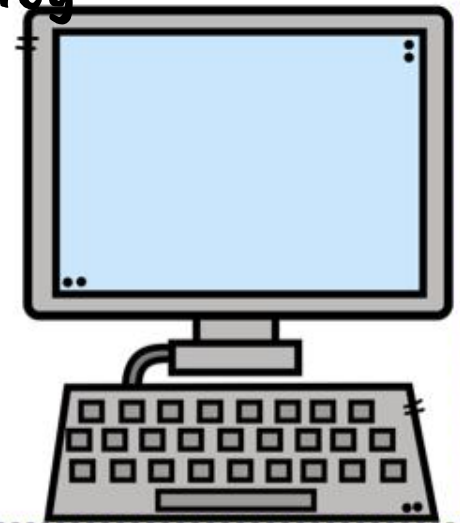
- Have a quiet work area set up:
 - A desk or table with a chair is best
 - Have little distractions (TV is off, away from high-traffic areas, away from siblings)
 - Sign in on Zoom a few minutes before we start
 - All of your supplies in your work space
 - All of your books in your work space
 - Keep these in a bin or basket



GETTING PREPARED FOR ONLINE LEARNING

Before we start our Morning Meeting Zoom, please be "Ready to Learn" - that means you are:

- Appropriately dressed (free dress okay, but no pajamas - uniforms okay)
- Finished eating (no eating during Zoom)
- Sitting at a desk (no beds)
- Prepared with all supplies and books (they are ready and in front of you)
- On camera and visible on the screen
- On time (call in 2 - 3 minutes early)



Being "Ready to Learn"

I also recommend having a few things at your desk:

- A full water bottle
- Your supplies bag or basket (pencils, scissors, glue, etc.)
- Your art supplies bag or basket (crayons, markers, colored pencils, etc.)
- Paper to write, draw, and color
- Your device's charging cables
- A lamp or light



What's in your Materials Bag?

- **Manila folder (for your parents)**
 - Superkids intro letters, schedules, reading log & comprehension questions, Alphabet Scavenger hunt (for Friday), & tests (you'll do these with me)
 - Zoom expectations poster - post this at your desk
 - Labels for your 6 folders
 - One "subject" sticker is for each of your 6 folders
 - "Left at Home" sticker goes on the left pocket of your homework folder
 - "Right Back to School" sticker goes on the bottom right pocket of your homework folder



What's in your Materials Bag?

- **Workbooks and materials for:**
 - **Math:** My Math workbook, math handouts, Math manipulatives kit
 - **IB:** family quilt (large poster with small boxes), Tooth Traditions packet, Scholastic News articles
 - **Second Step:** intro letter, Skills for Learning poster (post), Calm Down Wheel of Choice poster (post), Home Links packet
 - **Religion:** Finding God workbook, Prayers posters, The Creation Story booklet



What's in your Materials Bag?

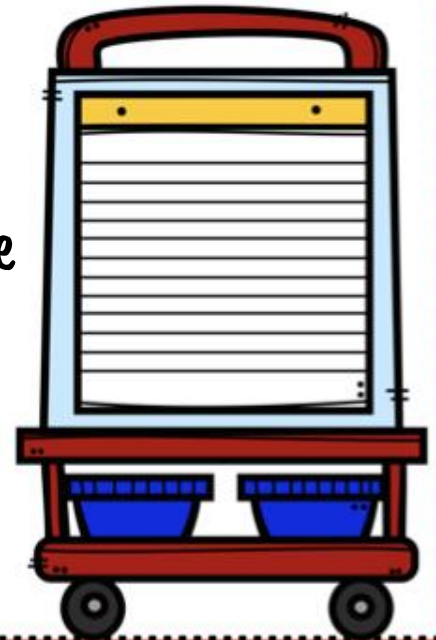
- **Workbooks and materials for:**
 - **Superkids: Superkids Reader (book), Superkids practice pages workbook, Superkids Backpage pages workbook**
 - **Reading: sight words folder & sight words packet, vowel chart, vowel sounds charts, and ice cream writing paper**
 - **Writing: Revise vs. Edit poster, (2) Resource Page packets**

****Put all worksheets and handouts in your labeled folders**



MORNING MEETINGS

- Meetings start at 8:45 a.m.
- Sign in on Zoom a few minutes early & wait in “waiting room” until Ms. Long lets you in
- Be “Zoom ready” (dressed & prepared)
- Answer the (posted) morning question
- We’ll say prayer together
 - Prayer leader will get to choose the prayer
 - You can share individual intentions - wait until you’re called on, then “unmute” yourself & share
 - After all intentions are shared, we’ll say “Lord, hear our prayers”
- We’ll say the Pledge of Allegiance together



MORNING PROCEDURES

- Prepare your materials at your desk/table before your Zoom call
- Sign in to our [Zoom Morning Meeting](#) at 8:45
- Say and/or wave "Good morning!" to Ms. Long and your classmates on Zoom
- Answer the question of the day - write in the chat or take turns saying your answer aloud
- Say prayer & share intentions with the class
- Say the Pledge of Allegiance with the class
- Listen to the overview of the day from Ms. Long



ASKING A QUESTION

If you need to ask a question during a lesson:

- Raise your hand and wait until Ms. Long calls on you. Then “unmute” yourself and ask
- Use the “Chat” feature to type your question in the Chat box, and Ms. Long will respond

If you want to talk 1-on-1, wait until after the lesson and ask, or call in during Office Hours (1 - 3 p.m. on Monday - Thursday, or 9 a.m. - 1 p.m. on Fridays)



USING REACTIONS

- Want to respond to a question or presentation without talking?
- Click on the Reactions button in the bottom right corner of your Zoom screen
- Want to clap your hands in appreciation or thanks? Click the clapping hands 🙌
- Want to agree or say “yes” to a question? Click the thumbs up 👍



LISTENING AND RESPONDING

When we're listening to teachers or our classmates, let's reference the listening cues - sing along to the "Listening Song" with me:

"Eyes are watching,
Ears are listening,
Voices quiet,
Bodies calm.

This is how we listen, this is how we listen, in 1st grade,
in 1st grade."



PARTICIPATING IN CLASS DISCUSSIONS

Just like in class, I need to be able to see you so please:

- Keep your camera on & on you
- Stay on “mute” unless you’re called on, or in a small group chat

Responses in the chat and on the whiteboard should be:

- Respectful
- Positive (“Good job! You can do it! Awesome idea!”)



PARTICIPATING IN CLASS DISCUSSIONS

- When responding to other people's ideas, reference them by name
 - "I agree with Penelope..."
- Use "I" statements when sharing your opinions - remember, not everyone thinks like you do
 - "I think dogs are the best pets."
- Use because statements to explain
 - "I think dogs are the best pets because..."



BREAKOUT ROOMS

- Sometimes we'll go into breakout rooms for small groups or 1-on-1 work on a test
- Your teacher will assign you to a breakout room, then a window will pop up that asks you to "Join the Breakout Room" - click that button
- In Breakout Rooms you're expected to:
 - Keep your video on
 - Turn your volume on (unmute)
 - Participate in the conversation
 - Use respectful language



ATTENTION GETTERS

If I need to get your attention, I'll:

- Play wind chimes
- Say "1-2-3, eyes on me"
 - You respond: "1-2, eyes on you!"

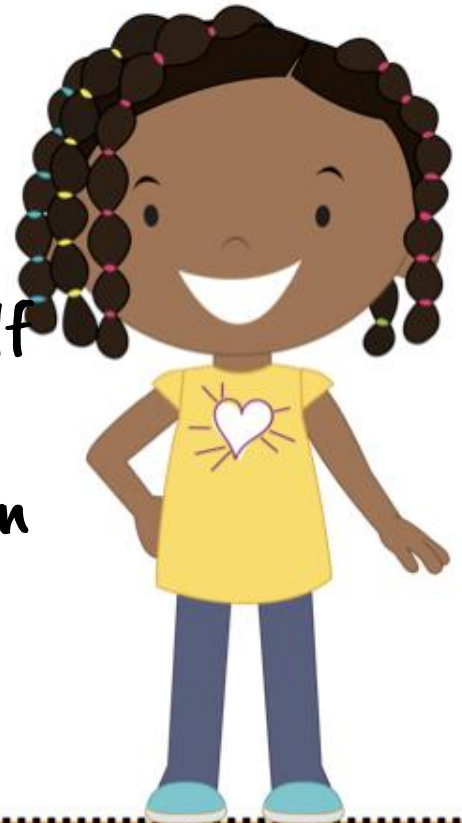
When you hear one of these cues, have your:

- Eyes on me (the teacher)
- Stop talking
- Listen to me (the teacher)
- Put down anything in your hands



RESTROOM BREAK

- Try to wait to use the bathroom until we're finished with our Zoom meetings
- If it's an emergency, use the bathroom signals:
 - 1 finger up (pointer finger) & wait for Ms. Long to acknowledge it with a nod "yes"
 - Then turn your screen off and put yourself on "mute," then use the bathroom
 - When you return, turn your screen back on



NEEDING TO LEAVE A CALL

- Wait until the end of the lesson or until your teacher stops talking before signing out
- Wave goodbye and/or say “goodbye” to your teacher and classmates
- Then click the red “End” button in the bottom corner of your screen and click “Leave Meeting”
- If there’s an emergency and you need to leave, please have your mom or dad write me a quick note in the chat before you go



OFFICE HOURS WITH THE TEACHER

Have questions on your work, or need extra help on a task?

You can call in on Zoom to meet with Ms. Long during office hours,
Monday - Thursday, 1 - 3 p.m. and
Friday, 9 a.m. - 1 p.m.

To call in, click on our office hours Zoom link, <https://zoom.us/j/5834709591>



OFFICE HOURS

I'll also set aside time for a weekly 1-on-1 Zoom meeting with each of you sometime between 1 and 3, Monday - Thursday. You'll get a Google Calendar invite for this weekly meeting.

For your meeting, click on the Zoom link, <https://zoom.us/j/5834709591>



STORING/REMEMBERING YOUR PASSWORDS

I wrote all of your passwords in a Google Doc called "Digital Learning Log-ins" and shared it with your parents via email

I recommend bookmarking or saving this page on your desktop, or printing it out and keeping it at your desk



YOUR HOMEWORK

- Superkids Backpack pages (one page a day)
- My Math daily lesson (one page a day)
- Scholastic News article (once a week)
- Second Step home link (once a week)



TURNING IN ASSIGNMENTS

For most assignments, tests, or quizzes, you'll turn in your work on Google Classroom

Watch the [Taking a Photo & Uploading Work](#) and [How to Turn in Work](#) tutorials for steps

I highly recommend having your parents download the Google Classroom app on your device AND their phone so you can upload photos of assignments easily

Sometimes you'll upload videos on FlipGrid for homework



TURNING IN ASSIGNMENTS

Sometimes you'll upload videos on FlipGrid for homework

To do this, log in to our class' FlipGrid homepage at <https://flipgrid.com/long8292>

Click on the topic & "record a response" by making your own video

Don't forget, you can watch and respond to your classmates' videos, too!

