

Maclay Lower School Distance Learning Guidelines

School Day

- Pre-Kindergarten 8:30 – 12:00. Virtual learners will participate in circle, story time, snack, whole group lessons, Spanish, Guidance & Music. Your child’s teacher will provide a weekly schedule.
- Kindergarten – 5th Grades 8:10 – 2:45 (Wednesdays 1:45). Virtual learners are expected to participate in the full daily schedule, with the exception of recess and PE. Your child’s teacher will provide a weekly/daily schedule.

Absences

If a student will be absent, please alert the homeroom teacher or front office. Homeroom teachers will communicate regarding any make-up work. Absences for major trips **must be approved one week beforehand by the Lower School Director and homeroom teacher**, so that makeup work can be assigned and distributed before the trip.

Tardies

Kindergarten – 5th Grade students that do not join the virtual classroom space by 8:15 AM will be marked tardy.

Dress Code

- Pre-Kindergarten students *are encouraged* to wear their school uniform.
- Kindergarten – 5th Grade students *are required* to wear their school uniform.

Schoology

Schoology is Maclay’s Learning Management System. All PK3 – 5th families will have a Schoology Account. In Schoology you will find class schedules, meeting links, announcements, etc. Parents/guardians of PK3 – 3rd graders will use Schoology to upload completed assignments.

Materials

Homeroom and Special Area teachers will create *Distance Learning Kits* with materials that virtual learners will need for a period of two weeks at a time. Families should expect to collect distance learning kits from the Lower School front office every second Friday before 2:30. Families may be asked to print materials for students; however, this should occur infrequently.

At Home Classroom

Virtual students should use an *iPad, laptop computer or desktop computer* to access the classroom. Students in K-5th grades

- will use a *headset with microphone* to ensure that they can clearly hear what is happening in the physical classroom and that those in the physical classroom can clearly hear them
- should be seated at a table or desk and have all of their learning materials within reach
- should limit eating to scheduled snack time or lunch time
- should **not** use a virtual background
- should not invite pets or siblings to participate in learning