

FRMS STUDENT PLANNING GUIDE FOR SECONDARY DISTANCE LEARNING



This planning document includes reflection questions, a sample daily schedule, a monthly calendar, and a tool to help you identify support for Distance Learning. You may want to work with a family member or teacher to create your plan.

Building Your Plan: Preparing for Distance Learning

Who can support you during Distance Learning? - see enclosed [template](#) for a space where you can record this information

- When will your teachers be holding office hours? This will be a time when you can contact them with questions or just check in with your teachers.
- In addition to your teacher for the class, who are other teachers who may be able to help you when you need it?
- Who are classmates, friends, and family members who may also be helpful when you have questions?

Where will you complete your work?

- Have you identified/created a space where you are living where you can complete your Distance Learning?
- How can you minimize distractions? Is the space you identified conducive to learning *for you*?
- Do you have the materials you will need for your learning?

What might a daily schedule look like? - see example [schedule](#) below for ideas and a template to help organize your schedule

- You can expect to spend around 40 minutes per class for each day of Distance Learning. This would add up to at least four hours per day. When will you be able to commit four hours to your learning?
- When will I check into Infinite Campus each day to receive credit for daily attendance?
- When will I check messages for each of my classes?
- Where will I make a list of my learning tasks for the day?
 - What materials will I need?
 - Are there tasks to complete?
 - When are tasks due?
 - Have tasks been submitted?
 - Do I have any discussions or meetings with a teacher and/or group?
 - Will any of my assignments be long-term or require additional time to complete? (consider using the monthly template provided to record these due dates)

When have I scheduled time each day to take care of myself?

- When will I get up each day? It is helpful to have a routine each day and rise at a similar time.
- When will I eat my meals?
- Have I included time for movement?
- When will I enjoy time with my family?

SAMPLE DAILY SCHEDULE

(Items in yellow need to be completed at the time noted. Please structure the rest of the day's tasks based on your family's needs.)

Approximate Times	Times	RESPONSIBILITIES
		Get the day started <ul style="list-style-type: none"> Get ready for the day (brush teeth, get dressed, eat breakfast, etc.)
<i>10 minutes</i>	<i>By 8:00 am</i>	<i>Teachers will post message for each class</i>
<i>5 minutes</i>	<i>By the end of the day.</i>	<i>Complete Daily Check-in REQUIRED for daily attendance in Infinite Campus</i>
20 minutes		Check messages for each of my classes and make a list of my learning tasks for today in my planner, or update my planner with new information. <ul style="list-style-type: none"> What materials might I need for my learning? Are there videos, readings, or other tasks I need to complete? When is my work due? Add these assignments to my planner. Identify if I have any discussions or meetings with a teacher and/or group. Add them to my planner. Think about what I understand about my learning for today. Reach out to a parent, sibling, classmate, and/or teacher if I need help understanding something. <i>Teachers will have office hours listed on their Schoology pages when they can respond more quickly to questions.</i> Plan out my day on my daily schedule <ul style="list-style-type: none"> Identify when and where I will do my learning Identify when I will take breaks to stretch, eat, play a game, spend time with family members, relax. .
40 minutes		Class 1:
		Movement Break, Snack, Call a friend/check in with family, Chores
40 minutes		Class 2:
26 minutes	10:18 - 10:44am	Daily Advisory Synchronous Zoom (except Wednesdays)
		Lunch
		Movement Break, Snack, Call a friend/check in with family, Chores
40 minutes		Class 3:
40 Minutes		Class 4:
		Movement Break, Snack, Call a friend/check in with family, Chores

40 minutes		Class 5:
40 Minutes		Class 6:
30 minutes	2:30-3:00	Synchronous Zoom Class:
30 minutes	3:00-3:30	Synchronous Zoom Class:

MY "PHONE A FRIEND" SUPPORT TEAM

Class	Friend, Classmate, Family Member Who Might Be Able to Help	Teacher(s) and Their Office Hours
Math		
Science		
English		
Reading or Communications		
Social Studies		
Phy. Ed.		
Band		
Choir		
World Language		
Tech. Ed./STEM		

Art		
Family and Consumer Science		
Elective/Other		
Good Friend, Supporter and/or Helper Classmates and Adults I Can Call or Email		