

## MHS Winter Weather Remote Learning Day Structure

Students will have a total of **five** hours of independent learning and activity completion time from **9:00-11:30am and 12:30-3:00pm**.

<b>By 9:00am</b>	<b>Grades 6-12</b> - All <b>2nd hour</b> teachers launch an attendance question for the day on Google Classroom and then mark in Skyward <ul style="list-style-type: none"> <li>Students must complete your attendance question by noon to be counted present</li> <li>Teachers must record attendance in Skyward for their period 2 class roster by 1:00 pm</li> </ul>
<b>*9:45-10:15 am</b> <b>*2:15-2:45 pm</b>	<b>Grades 2-12</b> Live <u>Virtual Office Hours</u> on <a href="#">Google Meets</a> for certified teachers. (see below for Google Meet set up) <i>*counselors and CHIs will shift this time for google meets to 10:15 - 10:45 am and 1:45 - 2:15 pm</i>
<b>9:00-11:30 am</b> <b>12:30-3:00 pm</b>	Student independent learning activity completion time, optional time for teachers and staff to host individual or small groups for support <ul style="list-style-type: none"> <li>Teachers may assign work for a grade, if desired</li> <li>Paras monitor students and communicate through GoGuardian</li> <li>Assigned work to be completed by the next school day</li> </ul>

### **ADDITIONAL INFORMATION**

All 12-month employees, all administrators, and all AAs are required to report to school for their 7 hour day. All other staff members have the option to report, but are not required. Shannon Harding is available for help by Google Meet (nickname shardingedtech), chat, or email. You can also call EdTech at (309) 743-8989.

### **Google Meet Nickname Set Up**

- Check the [spreadsheet](#) that will be posted/emailed on Inclement Weather Days for parents
- Ensure that you email address is accurate, thus ensuring that your Google Meet Nickname is accurate
- If either is wrong, email Heather ASAP to get this changed
- Find a clear location in your Google Classrooms to post this inclement weather nickname, so your students will know what to type in to join your Office Hours google meets when the time arrives.

### **WHEN AN INCLEMENT WEATHER REMOTE DAY IS CALLED**

- At the appropriate time for your Office Hours meets on a snow day, open your Meet by clicking on your google waffle, opening Meets, and [typing the nickname](#) into the Nickname bar. Then click join and your students can access you.
- Upon conclusion of the Meet, be sure to click "END MEETING FOR ALL" to prevent students from continuing the meet without you (apparently this has been a problem in some buildings).

### **NON-TEACHER DUTIES FOR INCLEMENT WEATHER DAYS** (Excluding those reporting in-person)

- Special Ed/Library Paras: [student lists](#) - monitor students using GoGuardian
- Security Supervisors and Paras: [Script](#) - Please check with your dean for students.