

E Day Procedures in the Event of Multiple Days off

1. All assignments, for all grade levels will be delivered through the Google Classroom environment.
 - a. Our Middle School students are already experts in this! They navigate Google Classroom everyday. Parents please get your child's google ID and password. This is the best way to keep track of what work your child is doing.
2. For our PK-5th grade students, the following will initiate the process.
 - a. A google ID and password has been set-up for every student at Mary Queen School. Homeroom teachers will send home this information for every child today.
 - b. The video of how to log in to Google Classroom is here:
<http://bit.ly/MQGoogleClassroomLoginVideo>
 - c. All of your child's teachers, including Enrichment teachers will be sending a code to their class for your child to join.
 - d. For grades PK-5, we recommend the parents login in to the Google Classroom platform and add the individual classes.
 - e. The student's individual classes will require a one-time code to activate that class. For example, Mrs. Haffler will send a code for the 4th grade Art classes and Mrs. Wells will send a code for the 2B Spelling class. Each teacher will email their code to the parents of that class.
 - f. Once logged in, the classes will be visible every time the student/parent logs into Google Classroom.
3. Most assignments will require no more than 30 minutes to complete
4. The assignments will need to be "turned in" through Google Classroom by 8:00 am the next morning.
5. Teachers will update their grades in RenWeb every other day to provide feedback to the student/parent
6. If you have questions or concerns, please email in order:
 - a. Your child's subject teacher
 - b. Your child's homeroom teacher
 - c. Mr. Norton
 - d. Ms. Brown

Teachers will

- Post assignments on Google Classroom by 9:00 am
- Post assignments everyday we are out of school on E day
- Plan lessons that take approximately 30 minutes to complete per class, or approximately 4 hours a day
- Send lessons related to the current curriculum/content being covered and should be moving students forward academically.

When lessons come to a natural point where an assessment is necessary, the test or quiz will be considered like an open book test. Completed and returned to the teacher by the specific time listed, no later than 5 pm.

Teachers will be available for student and parent questions through 5 pm

Grades will be updated every other day that we are out. Grades PreK – 2, feedback will be sent to you every other day.

Information for Students –

Assignments will be posted on your Google Classroom account by 9 am for you to access.

Ask questions! Teachers will be checking email until 5 pm for questions.

Work is due by 8 am the next day unless otherwise specified by your teacher.

Your parents must have your id and password to your google classroom account.