

Madrona Distance Learning Expectations

Students

Students:

- **Attendance/Participation:** Check-in to each class on time with microphone off, camera on and your “facial presence” at the beginning of class. **Attendance will be taken by teachers.** Be engaged in class discussions, try your best on all assignments, do your own work. Quarterly grades, citizenship, and effort will be based on your online participation and achievement.
- **Routine:** Build routines for your school days. Example: wake up at the same time each day, eat breakfast, check your email before class begins, use a planner, and develop other routines to help you stay on track.
- **Classwork/Homework:** Complete work during class time and submit by the posted due date.
- **Progress:** Check PowerSchool, Google Classroom, etc. Email frequently to stay on top of your progress and to make sure you are informed about what’s happening in your classes.
- **Environment:** In your home, create an appropriate area to focus on school work. Example: have a workspace where you can focus and be away from distractions. **Put your phone on silent and away from your workspace.** Only have necessary tabs open on your computer to minimize distractions. Do not engage in social media, texting/chatting during class time.
- **Support:** Use class time and office hours to get help from your teacher. Teachers will not respond to emails outside of school hours. Contact your teacher during their conference period or during teacher office hours if you are having problems with your technology.
- **Work:** Submitted through Google Classroom only.

We’re all in this together.

Remember to be patient and understanding in these unprecedented times.

Parents

Parents:

- **Attendance:** Ensure children are attending every day during school hours. Attendance will be taken in each period.
- **Routine:** Establish regular routines for their children (i.e. showered, dressed, had breakfast and are “in class” by 9am daily.)
- **Environment:** Provide a quiet workspace for their children within the home/community.
- **Communication:** Read all school email communications daily and check into PowerSchool often.
- **Support:** Email teachers or an administrator if help is needed to support your student. During conference period or office hours. Please allow 24 hours for a response Monday thru Friday.

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