

SPRUCE MOUNTAIN MIDDLE SCHOOL

Regional School Unit No. 73



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Dear SMMS Families,

In the event that our school is temporarily closed and we are forced to go fully remote, this packet of information will serve as our plan for providing instruction to our students remotely.

The purpose of this document is to provide clarity around SMMS' approach to remote learning. Because remote learning cannot replicate the learning experiences our students have when they are in the school building, our approach and expectations must change. We have had to think differently about the way our students will learn. For example, it is not developmentally appropriate or logistically feasible for students to sit in front of their screens all day, watching their teachers. Teachers will utilize a variety of methods to support student learning and growth that will include synchronous learning (via Google Meet), online work, offline work, and one-to-one check-ins with teachers. Our goal is for students not to be solely reliant on their computers, but to engage in learning that also incorporates reading, communicating, authentic learning experiences, and physical activity.

In this packet, you will find a grade level schedule for your child's classes and more specific distance learning expectations.

Please understand that this plan is flexible and may need to adapt due to changing circumstances. We must ask for your continued patience, and please understand that while our goal is to implement this plan as seamlessly as possible, it may take some time for hybrid students to adjust to a fully remote course of instruction.

Sincerely,

Carrie Luce

Pine Community Google Meet Schedule

This schedule applies to ALL groups of students: Cohort A (Green Days), Cohort B (Black Days) and Fully Remote. Teachers will be offering live lessons on Google Meet two days, and “on-your-own” assignments the other two days. Students are expected to attend ALL Google Meet scheduled for them.

	Monday	Tuesday	Wednesday	Thursday	Friday
Attendance	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				Fridays will be the same as before. No new assignments will be posted. Use this time to complete work from the week. Teachers have office hours at the same times: <ul style="list-style-type: none"> ● ELA and SS 10-11 ● Math and Sci 11-12
8:00-8:45	Social Studies Google Meet	Social Studies Google Meet	Science Google Meet	Science Google Meet	
9:00-10:00	ELA Google Meet	ELA Google Meet	Math Google Meet *GT Students w/ Ms. Gage-Croll	Math Google Meet *GT Students w/ Ms. Gage-Croll	
10:15-10:45	6th Grade Band/ Chorus: Cohort A	Break	6th Grade Band/ Chorus: Cohort B	Break	
11:00-Onward	During this time you will be completing your remote assignments that your teachers have posted to your Google Classroom. These include assignments posted by Mr. Stratton, Ms. Smith, Mr. Robinson, and Mrs. Grimaldi, if you are in those classes.				

**Teachers will be available to video meet at other times in addition to regularly scheduled office hours. If you need to have a video meeting with a teacher you will need to reach out to them to request the meeting.*

Willow Community Google Meet Schedule

This schedule applies to ALL groups of students: Cohort A (Green Days), Cohort B (Black Days) and Fully Remote. Teachers will be offering live lessons on Google Meet two days, and “on-your-own” assignments the other two days. Students are expected to attend ALL Google Meet scheduled for them.

	Monday	Tuesday	Wednesday	Thursday	Friday
Attendance	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				Fridays will be the same as before. No new assignments will be posted. Use this time to complete work from the week. Teachers have office hours at the same times: <ul style="list-style-type: none"> ● ELA and SS 10-11 ● Math and Sci 11-12
8:00-8:45	Science Google Meet	Science Google Meet	Science Google Meet	Science Google Meet	
9:00-10:00	ELA Google Meet	ELA Google Meet	Math Google Meet *GT Students w/ Ms. Gage-Croll	Math Google Meet *GT Students w/ Ms. Gage-Croll	
10:15-10:45	6th Grade Band/ Chorus: Cohort A	Break	6th Grade Band/ Chorus: Cohort B	Break	
11:00-Onward	During this time you will be completing your remote assignments that your teachers have posted to your Google Classroom. These include assignments posted by Mr. Stratton, Ms. Smith, Mr. Robinson, and Mrs. Grimaldi, if you are in those classes.				

**Teachers will be available to video meet at other times in addition to regularly scheduled office hours. If you need to have a video meeting with a teacher, you will need to reach out to them to request the meeting.*

7th Grade Cedar Community Remote Schedule

This schedule applies to ALL groups of students: Cohort A (Green Days), Cohort B (Black Days) and Fully Remote. Teachers will be offering live lessons on Google Meet two days, and “on-your-own” assignments the other two days. Students are expected to attend ALL Google Meets scheduled for them.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45	ELA: Google Meet	ELA: Google Meet	Social Studies: Google Meet	Social Studies: Google Meet	Fridays will be the same as before. No new assignments will be posted. Use this time to complete work from the week. Teachers have office hours at the same times: <ul style="list-style-type: none"> ● ELA and SS 10-11 ● Math and Sci 11-12
8:45-9:00	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				
9:30-10:15	Science: Google Meet	Science: Google Meet	Math: Google Meet	Math: Google Meet	
10:15-10:45	Break	Band/Chorus: Cohort A ONLY	Break	Band/Chorus: Cohort B ONLY	
10:45-11:15	Math: G.C. Assignment	Math: G.C. Assignment	ELA: G.C. Assignment	ELA: G.C. Assignment	
11:15-11:45	Social Studies: G.C. Assignment	Social Studies: G.C. Assignment	Science: G.C. Assignment	Science: G.C. Assignment	
11:45 - onward	During this time you will be completing your remote assignments that your teachers have posted to your Google Classroom. These include assignments posted by Mr. Stratton, Ms. Smith, Mr. Robinson, and Mrs. Grimaldi, if you are in those classes.				

*Teachers will be available to video meet at other times in addition to regularly scheduled office hours. If you need to have a video meeting with a teacher, you will need to reach out to them to request the meeting.

8th Grade Cedar Community Remote Schedule

This schedule applies to ALL groups of students: Cohort A (Green Days), Cohort B (Black Days) and Fully Remote. Teachers will be offering live lessons on Google Meet two days, and “on-your-own” assignments the other two days. Students are expected to attend ALL Google Meets scheduled for them.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45	Science: Google Meet	Science: Google Meet	Math: Google Meet	Math: Google Meet	Fridays will be the same as before. No new assignments will be posted. Use this time to complete work from the week. Teachers have office hours at the same times: <ul style="list-style-type: none"> ● ELA and SS 10-11 ● Math and Sci 11-12
8:45-9:00	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				
9:30-10:15	ELA: Google Meet	ELA: Google Meet	Social Studies: Google Meet	Social Studies: Google Meet	
10:15-10:45	Break	Band/Chorus: Cohort A ONLY	Break	Band/Chorus: Cohort B ONLY	
10:45-11:15	Math: G.C. Assignment	Math: G.C. Assignment	ELA: G.C. Assignment	ELA: G.C. Assignment	
11:15-11:45	Social Studies: G.C. Assignment	Social Studies: G.C. Assignment	Science: G.C. Assignment	Science: G.C. Assignment	
11:45 - onward	During this time you will be completing your remote assignments that your teachers have posted to your Google Classroom. These include assignments posted by Mr. Stratton, Ms. Smith, Mr. Robinson, and Mrs. Grimaldi, if you are in those classes.				

*Teachers will be available to video meet at other times in addition to regularly scheduled office hours. If you need to have a video meeting with a teacher, you will need to reach out to them to request the meeting.

7th Grade Maple Community Google Meet Schedule

This schedule applies to ALL groups of students: Cohort A (Green Days), Cohort B (Black Days) and Fully Remote. Teachers will be offering live lessons on Google Meet two days, and “on-your-own” assignments the other two days. Students are expected to attend ALL Google Meets scheduled for them.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45	ELA Google Meet	ELA Google Meet	Social Studies Google Meet	Studies Studies Google Meet	Fridays will be the same as before. No new assignments will be posted. Use this time to complete work from the week. Teachers have office hours at the same times: <ul style="list-style-type: none"> ● ELA and SS 10-11 ● Math and Sci 11-12
9:00	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				
9:30-10:15	Science Google Meet	Science Google Meet	Math Google Meet	Math Google Meet	
10:15-10:45	Break	Band/Chorus: Cohort A only- Google Meet	Break	Band/Chorus: Cohort B only- Google Meet	
10:45- Onward	Complete Google Classroom assignments for Social Studies, Math and Spanish.		Complete Google Classroom assignments for ELA, Science and Spanish.		

**Teachers will be available to video meet at other times in addition to regularly scheduled office hours. If you need to have a video meeting with a teacher you will need to reach out to them to request the meeting.*

8th Maple Community Google Meet Schedule

This schedule applies to ALL groups of students: Cohort A (Green Days), Cohort B (Black Days) and Fully Remote. Teachers will be offering live lessons on Google Meet two days, and “on-your-own” assignments the other two days.

Students are expected to attend ALL Google Meets scheduled for them.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45	Science Google Meet	Science Google Meet	Math Google Meet	Math Google Meet	Fridays will be the same as before. No new assignments will be posted. Use this time to complete work from the week. Teachers have office hours at the same times: <ul style="list-style-type: none"> ● ELA and SS 10-11 ● Math and Sci 11-12
9:00	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				
9:30-10:15	ELA Google Meet	ELA Google Meet	Social Studies Google Meet	Social Studies Google Meet	
10:15-10:45	Break	Band/Chorus: Cohort A only- Google Meet	Break	Band/Chorus: Cohort B only- Google Meet	
10:45- Onward	Complete Google Classroom assignments for Social Studies, Math, Art and PE.		Complete Google Classroom assignments for ELA, Science, Art and PE.		
11:30-12:30	During this time on Mondays and Tuesdays, GT students should be completing remote assignments for Algebra or Geometry.		GT algebra with Ms. Gage-Croll	GT algebra with Ms. Gage-Croll	
1:00-2:00			Geometry with Ms. Gage-Croll	Geometry with Ms. Gage-Croll	

**Teachers will be available to video meet at other times in addition to regularly scheduled office hours. If you need to have a video meeting with a teacher you will need to reach out to them to request the meeting.*

7th Grade Remote Schedule - Oak Community

Regardless of whether you are in Cohort A (Green Days) or Cohort B (Black Days) or Fully Remote, the times indicated are when teachers will be offering live lessons on Google Meet. Students are expected to attend.




	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:45	ELA Google Meet	ELA Google Meet	Social Studies Google Meet	Social Studies Google Meet	No new assignments today. Catch-up on assignments and late work. Reach out to your teachers with any questions or if you need to schedule a Google meet. Office Hours: ELA & SS: 10-11 Math & Sci:
Attendance	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				
9:30 - 10:15	Science Google Meet	Science Google Meet	Math Google Meet	Math Google Meet	
10:15 - Onward	Google Classroom Assignments for: SS, Math, & Spanish		Google Classroom Assignments for: ELA, Science, & Spanish		
10:15 - 10:45	Break	7th & 8th Grade Band/Chorus: <u>Cohort A Only</u>	Break	7th & 8th Grade Band/Chorus: <u>Cohort B Only</u>	
11:30 - 12:30	Google Classroom Assignment for GT Algebra Students		GT Algebra with Ms. Gage-Croll	GT Algebra with Ms. Gage-Croll	

8th Grade Remote Schedule - Oak Community

Regardless of whether you are in Cohort A (Green Days) or Cohort B (Black Days) or Fully Remote, the times indicated are when teachers will be offering live lessons on Google Meet. Students are expected to attend.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:45	Science Google Meet	Science Google Meet	Math Google Meet	Math Google Meet	No new assignments today. Catch-up on assignments and late work. Reach out to your teachers with any questions or if you need to schedule a Google meet. <u>Office Hours:</u> ELA & SS: 10-11 Math & Sci:
Attendance	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				
9:30 - 10:15	ELA Google Meet	ELA Google Meet	Social Studies Google Meet	Social Studies Google Meet	
10:15 - Onward	Google Classroom Assignments for: SS, Math, Art, & PE		Google Classroom Assignments for: ELA, Science, Art, & PE		
10:15 - 10:45	No Band	7th & 8th Grade Band & Chorus <u>Cohort A Only</u>	No Band	7th & 8th Grade Band & Chorus <u>Cohort B Only</u>	
11:30 - 12:30	Google Classroom Assignment for GT Algebra Students		GT Algebra with Ms. Gage-Croll	GT Algebra with Ms. Gage-Croll	

Spruce Mountain Middle School Distance Learning Expectations, Grades 6-8

<p style="text-align: center;">Student Responsibilities</p> 	<ul style="list-style-type: none"> ● Communicate with parents and teachers. ● Come to school on “in-person” days, if you are part of the hybrid model. ● When in the Google Meet classroom, participate. ● Complete your school work within the time allotted by your teacher. ● Check your email and Google Classroom sites each day. ● Reach out to your teachers during their online office hours, on Fridays. ● Take care of yourself - if you have a question or concern about an assignment, email or message your teachers.
<p style="text-align: center;">Family Responsibilities</p> 	<ul style="list-style-type: none"> ● Set up an at-home learning routine that works for your family. ● Access teacher communications and help your child do the same. ● Help your child access resources when needed. ● Support your child with school work by asking them to show you their work. ● Review with your child his/her teacher’s online office hours. ● Contact teachers with any needs, questions, or concerns. ● Check PowerSchool for weekly posted grades.
<p style="text-align: center;">Staff Responsibilities</p> 	<ul style="list-style-type: none"> ● Share learning opportunities with families and students through Google Classroom. ● Use digital platforms such as Google Classroom/Meet to continually provide support. ● Maintain ongoing communication with students and families via email and Remind. ● Make phone calls to students who are absent from the virtual classroom. ● Monitor student engagement, assignment completion, and provide feedback and grades on assignments.
<p>* How much time should my child spend on schoolwork? We suggest setting aside 2 to 3 hours for school work on remote learning days. We realize that the time spent on schoolwork will vary from student to student. Students do not need to complete the time in one sitting. On some remote days, students may have more work to do than on other days. We understand the amount of time spent on school work will vary based upon each child’s needs, learning opportunities, and learning style. Encourage your child to do the best s/he can with the opportunities provided. Your child’s teacher can provide more guidance based upon your child’s individual needs.</p>	



Google Meet

SMMS Guidelines

Dear SMMS Students and Families,

As we engage as a community of learners in an online setting, your teachers want you to be aware of the etiquette we expect from you during our Google Meet sessions. Although virtual, Google Meet is considered to be a classroom, therefore our classroom norms and school rules will remain the same.

Here are some additional guidelines to consider:

The Waiting Room:

- As a security measure, you will be in a waiting room until your teacher approves your virtual entry into the meeting.
- You are able to name (or rename) your screen – please use your real name so that your teacher knows who they are admitting to the meeting.
- We will not be admitting any screen that we do not know, or with which we are uncomfortable.

During Your Google Meet Session:

- Be on time for the meeting.
- Be prepared to show your face during the “check-in” portion of the meeting.
- Do your best to choose a quiet spot so you can focus and participate.
- Use your mute button to limit background noise.
- Be prepared with necessary materials.
- Dress appropriately.
- Refrain from taking screenshots of those in the virtual classroom.

Options you have if you do not prefer being on camera and microphone:

- Create a recognizable photo of yourself.
- Keep yourself on mute unless you want to talk.
- Use the “reactions” button if you prefer not to talk.
- Use the hand raising option if you have a question.

As the host (your teacher) has the ability to:

- Mute you.
- Turn off your video.
- Remove you to the waiting room.
- Monitor your chats.
- Remove you from the Meets classroom.
- Report inappropriate behavior to the principal.

Other Suggestions:

- Wear headphones to block out background noise.
- Use the “tile” view so that you can see everyone.
- Keep the mute button on unless you are talking, this helps to reduce additional noise in our meeting.
- Be mindful of your facial expressions when others are sharing.

Your teachers are working just as hard to create a safe and respectful learning environment virtually, as we do in our classrooms at SMMS. Your efforts will contribute greatly to the positive climate we desire to establish in our Google Meet sessions. We thank you for your cooperation.

Sincerely,
SMMS Staff

Parent/Guardian Signature _____