

**SPRUCE MOUNTAIN MIDDLE SCHOOL**

*Regional School Unit No. 73*



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Tuesday April 13, 2021

Dear Spruce Mountain Middle School Families,

Students in Cohort B will be learning remotely this week. Spruce Mountain Middle School's updated plan for Wednesday 4/14/21 and Thursday 4/15/21 is posted on the SMMS webpage. This schedule reflects a typical Cohort B learning model, one with which your child is already familiar. Please note that teachers have been given the option of using tomorrow to plan for the remote week of learning; while many teachers may opt to instruct tomorrow, there may be some who need the day to prepare. Therefore, please have your child consult his or her teachers' Google Classroom pages and Remind alerts for updates to their remote learning plan; their remote learning will begin either Wednesday April 14th or Thursday April 15th, at the discretion of your child's teacher(s). Your child needs to take the remote learning attendance survey by 9AM, for Wednesday and Thursday, in order to be considered "present" for the school day. I thank you in advance for your continued patience in this situation; this is a difficult time for many families, so it is our desire to implement this plan as seamlessly as possible.

Sincerely,

Carolyn Luce | Principal

# Pine Community Google Meet Schedule

	Google Meet for Black Day students only. Green Day and Fully Remote students work on assignments posted to Google Classroom.		Online office hours are available for Green and Black Day students.
	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"> <li>● ELA and SS 10-11</li> <li>● Math and Sci 11-12</li> </ul>
8:00-9:00	Social Studies Google Meet	Social Studies Google Meet	
9:00-10:00	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	Break	
11:00 - 12:00	ELA Google Meet	ELA Google Meet	
12:00- 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. Robinson, Mr. Stratton, 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

	Google Meet for Black Day students only. Green Day and Fully Remote students work on assignments posted to Google Classroom.		Online office hours are available for Green and Black Day students.
	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"> <li>● ELA and SS 10-11</li> <li>● Math and Sci 11-12</li> </ul>
8:00-9:00	Social Studies Google Meet	Social Studies Google Meet	
9:00-10:00	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	Break	
11:00 - 12:00	ELA Google Meet	ELA Google Meet	
12:00- 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 Ms. Smith, 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.*

## Teacher Schedules

### Cedar Community Google Meet Schedule

	<b>Google Meet classes for Black Day students only. Green Day and Fully Remote students work on assignments posted to Google Classroom.</b>	
	<b>Wednesday</b>	<b>Thursday</b>
<b>8:00-8:45</b>	7th Grade ELA: ONLINE ASSIGNMENT ONLY 8th Grade Science	7th Grade SS & ELA 8th Grade Math
<b>9:00</b>	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM	
<b>9:30-10:15</b>	7th Grade Science 8th Grade ELA: ONLINE ASSIGNMENT ONLY	7th Grade Math 8th Grade SS & ELA
<b>10:15- Onward</b>	During this time you will be completing your remote assignments for all subjects including ELA, Math, Social Studies and Science. Your teachers have posted assignments to your Google Classrooms. Also you need to do assignments posted by Mr. Stratton, Ms. Smith, Mrs. Fenlason, and Mrs. Grimaldi, if you are in those classes.	
<b>10:15-10:45</b>	6th Grade Band/ Chorus: Cohort B	7th & 8th Grade Band/Chorus: Cohort B
<b>11:30-12:30</b>	During this time GT students should be completing remote assignments for Algebra	GT algebra with Ms. Gage-Croll
<b>1:00-2:00</b>		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

## Teacher Schedules

### Maple Community Google Meet Schedule

	<b>Video classes for Black Day students only. Green Day and Fully Remote students work on assignments posted to Google Classroom.</b>	
	<b>Wednesday</b>	<b>Thursday</b>
<b>8:00-8:45</b>	7th Grade SS 8th Grade Science	7th Grade ELA 8th Grade Math
<b>9:00</b>	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM	
<b>9:30-10:15</b>	7th Grade Science 8th Grade SS	7th Grade Math 8th Grade ELA
<b>10:15- Onward</b>	During this time you will be completing your remote assignments for all subjects including ELA, Math, Social Studies and Science. Your teachers have posted assignments to your Google Classrooms. Also you need to do assignments posted by Mr. Stratton, Ms. Smith, Mrs. Fenlason, and Mrs. Grimaldi, if you are in those classes.	
<b>10:15-10:45</b>	6th Grade Band/ Chorus: Cohort B	7th & 8th Grade Band/Chorus: Cohort B
<b>11:30-12:30</b>	During this time GT students should be completing remote assignments for Algebra or Geometry	GT algebra with Ms. Gage-Croll
<b>1:00-2:00</b>		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

## Teacher Schedules

### Oak Community Google Meet Schedule

	<b>Video classes for Black Day students only. Green Day and Fully Remote students work on assignments posted to Google Classroom.</b>	
	<b>Wednesday</b>	<b>Thursday</b>
<b>8:00-8:45</b>	7th Grade ELA 8th Grade Science	7th Grade SS 8th Grade Math
<b>9:00</b>	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM	
<b>9:30-10:15</b>	7th Grade Science 8th Grade ELA	7th Grade Math 8th Grade SS
<b>10:15- Onward</b>	During this time you will be completing your remote assignments for all subjects including ELA, Math, Social Studies and Science. Your teachers have posted assignments to your Google Classrooms. Also you need to do assignments posted by Mr. Stratton, Ms. Smith, Mrs. Fenlason, and Mrs. Grimaldi, if you are in those classes.	
<b>10:15-10:45</b>	6th Grade Band/ Chorus: Cohort B	7th & 8th Grade Band/Chorus: Cohort B
<b>11:30-12:30</b>	During this time GT students should be completing remote assignments for Algebra	GT algebra with Ms. Gage-Croll
<b>1:00-2:00</b>		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



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 \_\_\_\_\_

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

<p style="text-align: center;"><b>Student Responsibilities</b></p> 	<ul style="list-style-type: none"> <li>● Communicate with parents and teachers.</li> <li>● Come to school on “in-person” days, if you are part of the hybrid model.</li> <li>● When in the Google Meet classroom, participate.</li> <li>● Complete your school work within the time allotted by your teacher.</li> <li>● Check your email and Google Classroom sites each day.</li> <li>● Reach out to your teachers during their online office hours, on Fridays.</li> <li>● Take care of yourself - if you have a question or concern about an assignment, email or message your teachers.</li> </ul>
<p style="text-align: center;"><b>Family Responsibilities</b></p> 	<ul style="list-style-type: none"> <li>● Set up an at-home learning routine that works for your family.</li> <li>● Access teacher communications and help your child do the same.</li> <li>● Help your child access resources when needed.</li> <li>● Support your child with school work by asking them to show you their work.</li> <li>● Review with your child his/her teacher’s online office hours.</li> <li>● Contact teachers with any needs, questions, or concerns.</li> <li>● Check PowerSchool for weekly posted grades.</li> </ul>
<p style="text-align: center;"><b>Staff Responsibilities</b></p> 	<ul style="list-style-type: none"> <li>● Share learning opportunities with families and students through Google Classroom.</li> <li>● Use digital platforms such as Google Classroom/Meet to continually provide support.</li> <li>● Maintain ongoing communication with students and families via email and Remind.</li> <li>● Make phone calls to students who are absent from the virtual classroom.</li> <li>● Monitor student engagement, assignment completion, and provide feedback and grades on assignments.</li> </ul>
<p><b>* How much time should my child spend on schoolwork?</b> 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>	