

SPRUCE MOUNTAIN MIDDLE SCHOOL

*Regional School Unit No. 73*



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Dear Phoenix Families,

As you know, Spruce Mountain Middle School students will be learning remotely until Monday November 15, 2021. Our remote learning plan has been posted to the SMMS webpage. The plan is organized by community and contains a blend of synchronous and asynchronous learning, with assigned work posted in Google Classroom.

Please note that teachers have been given the option of using tomorrow (11/3) 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 their community's Google Classroom pages and Remind alerts for updates to their remote learning plan. Remote learning will begin either Wednesday 11/3 or Thursday 11/4, at the discretion of your child's teachers.




Regarding attendance, your child needs to take the remote learning attendance survey by 9AM each school day, in order to be considered "present" for the school day. Please encourage them to be present in the virtual classroom and committed to their assignments. We want our students to remain connected to us during this time of remote learning.

I thank you in advance for your 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.

Respectfully,

Carolyn Luce | Principal

## 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>	



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 \_\_\_\_\_

## Teacher Schedules

### Maple Community Google Meet Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7:45-8:45</b>	7th Grade ELA 8th Grade Science	7th Grade Math 8th Grade SS	7th Grade ELA 8th Grade Science	7th Grade Math 8th Grade SS	Fridays are work completion days. No new assignments will be posted. Use this time to complete work from the week. Teachers have office hours at the following times: <ul style="list-style-type: none"> <li>● ELA and SS 10-11</li> <li>● Math and Sci 11-12</li> </ul>
<b>9:00</b>	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				
<b>9:15-10:15</b>	7th Grade Science 8th Grade ELA	7th Grade SS 8th Grade Math	7th Grade Science 8th Grade ELA	7th Grade SS 8th Grade Math	
<b>10:15-12:30</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>10:30-11:30</b>	7th & 8th Grade Band	7th & 8th Grade Chorus	7th & 8th Grade Band	7th & 8th Grade Chorus	
<b>12:30-1:30</b>	Exploratory- PE	Exploratory- Spanish	Exploratory- Art	No Exploratory	

\*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

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7:45-8:45</b>	7th Grade ELA 8th Grade Science	7th Grade Math 8th Grade SS	7th Grade ELA 8th Grade Science	7th Grade Math 8th Grade SS	Fridays are work completion days. No new assignments will be posted. Use this time to complete work from the week. Teachers have office hours at the following times: <ul style="list-style-type: none"> <li>● ELA and SS 10-11</li> <li>● Math and Sci 11-12</li> </ul>
<b>9:00</b>	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				
<b>9:15-10:15</b>	7th Grade Science 8th Grade ELA	7th Grade SS 8th Grade Math	7th Grade Science 8th Grade ELA	7th Grade SS 8th Grade Math	
<b>10:15-12:30</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>10:30-11:30</b>	7th & 8th Grade Band	7th & 8th Grade Chorus	7th & 8th Grade Band	7th & 8th Grade Chorus	
<b>12:30-1:30</b>	Exploratory-Spanish	Exploratory- Art	No Exploratory	Exploratory- PE	

\*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

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7:45-8:45</b>	7th Grade Science 8th Grade ELA	7th Grade SS 8th Grade Math	7th Grade Science 8th Grade ELA	7th Grade SS 8th Grade Math	Fridays are work completion days. No new assignments will be posted. Use this time to complete work from the week. Teachers have office hours at the following times: <ul style="list-style-type: none"> <li>● ELA and SS 10-11</li> <li>● Math and Sci 11-12</li> </ul>
<b>9:00</b>	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				
<b>9:15-10:15</b>	7th Grade ELA 8th Grade Science	7th Grade Math 8th Grade SS	7th Grade ELA 8th Grade Science	7th Grade Math 8th Grade SS	
<b>10:15-12:30</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>10:30-11:30</b>	7th & 8th Grade Band	7th & 8th Grade Chorus	7th & 8th Grade Band	7th & 8th Grade Chorus	
<b>12:30-1:30</b>	Exploratory- Art	No Exploratory	Exploratory- PE	Exploratory- 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.

## Teacher Schedules

### Willow Community Google Meet Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7:45-8:45</b>	6A & 6B ELA 6C & 6D Science	6A & 6B Math 6C & 6D SS	6A & 6B ELA 6C & 6D Science	6A & 6B Math 6C & 6D SS	Fridays are work completion days. No new assignments will be posted. Use this time to complete work from the week. Teachers have office hours at the following times: <ul style="list-style-type: none"> <li>● ELA and SS 10-11</li> <li>● Math and Sci 11-12</li> </ul>
<b>9:00</b>	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				
<b>9:15-10:15</b>	6A & 6B Science 6C & 6D ELA	6A & 6B SS 6C & 6D Math	6A & 6B Science 6C & 6D ELA	6A & 6B SS 6C & 6D Math	
<b>10:15-12:30</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>10:30-11:30</b>	6th Grade Chorus	6th Grade Band	6th Grade Chorus	6th Grade Band	
<b>12:30-1:30</b>	No Exploratory	Exploratory- PE	Exploratory- Health	Exploratory- Art	

\*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

### Birch Community Google Meet Schedule

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>7:45 - 8:45</b>	Epic Reading!	Epic Reading!	Epic Reading!	Epic Reading!	Fridays are work completion days. No new assignments will be posted. Use this time to complete work from the week. Teachers have office hours at the following time: <ul style="list-style-type: none"> <li>● 11:00-11:30</li> </ul>
<b>9:00</b>	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				
<b>9:15 - 10:15</b>	Google Meet: ELA/Math/SS	Google Meet: ELA/Math/SS	Google Meet: ELA/Math/SS	Google Meet: ELA/Math/SS	
<b>10:15- 12:30</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 Ms. Smith and Mrs. Grimaldi, if you are in those classes.				
<b>11:00 - 11:30</b>	Executive Functioning *Google Assignment	Executive Functioning *Google Assignment	Social Emotional Learning *Google Assignment	Social Emotional Learning *Google Assignment	
<b>12:30 - 1:30</b>	Life Skills *Google Assignment	Exploratory-Art	Life Skills *Google Assignment	Exploratory-PE	

\*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

### Pine Community Google Meet Schedule

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>7:45-8:45</b>	6th ELA	6th Math	6th ELA	6th Math	Fridays are work completion days. No new assignments will be posted. Use this time to complete work from the week. Teachers have office hours at the following times: <ul style="list-style-type: none"> <li>● 9-11</li> </ul>
<b>9:00</b>	COMPLETE THE DAILY ATTENDANCE SURVEY IN YOUR GMAIL BY 9AM				
<b>9:15-10:15</b>	6th,7th & 8th Science	6th, 7th & 8th SS	6th,7th & 8th Science	6th, 7th & 8th SS	
	During the times you do not have a scheduled class, you will be completing your remote assignments for all subjects including ELA, Math, Social Studies and Science. Your teacher has posted assignments to your Google Classrooms. Also you need to do assignments posted by Ms. Smith, and Mrs. Grimaldi, and Mr. Robinson (6th graders) if you are in those classes.				
<b>10:30-11:30</b>	7th & 8th-ELA	7th & 8th-Math	7th & 8th-ELA	7th & 8th-Math	
<b>12:30-1:30</b>	Exploratory-PE	Exploratory-Art	Exploratory-Health	No Exploratory	