

## Mott/Regent Distance Education

### Grade 7-12 Student Expectations

April 1, 2020

Wildfire Students and Parents,

Grade 7-12 teachers and administrators worked together to create the following expectations sheet that you should refer to for **all** of your classes as we transition into distance education. We are here to help with any questions or concerns that arise, so please continue to reach out!

7-12 Teachers and Administrators

### **Grade 7-12 Student Expectations**

- Access your Office 365 email as soon as possible.
  - Call the school office at 824-2795 if you do not have a device to use at home.
  - Go to the [www.office.com](http://www.office.com) to log in.
  - Call the school office if you do not remember your username or password.
  - Check your school email **every school day**.
  
- Check into your Microsoft Team for each of your classes as soon as possible. All classes will use Teams as our online platform.
  - You have received an invite to Teams from each teacher in your school email.
  - Go to Microsoft support at the following link for other questions:  
<https://support.office.com/en-us/article/sign-in-and-get-started-with-teams-6723dc43-dbc0-46e6-af49-8a2d1c5cb937>
  - Check into your Team for each class **every school day**.
  
- Keep in communication with your teachers.
  - Use Teams and email.
  - Teachers are following the regular work day hours and are available every school day from 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m.
  - If your teacher has given his/her phone number, you may call according to the guidelines he/she provided.
  - Please make arrangements with teachers outside of regular work hours if necessary.
  
- Use the Distance Education Schedule as a checklist to stay on track with class work.

- New homework packets will be available for pick-up and delivery on Wednesdays. Completed print assignments will also be collected every Wednesday.
- Assignments will be graded in PowerSchool starting April 1.
- Attendance will be monitored through student logins and assignment completion. Attendance will be stored in PowerSchool.
- Keep track of due dates for each class in your planner.
  - You will be required to use your planners to write due dates for assignments in the same way you always have (starting the week of April 6).
  - You are responsible for taking a picture or scanning your planner **once a week** and emailing or texting that to your Pride Hour teacher.
  - If scanning or texting is not possible, talk with your Pride teacher about sending a paper copy with your return packet on Wednesdays.
  - If you can't find your planner, call the school and contact your Pride teacher.
  - You will get a grade in Pride Hour as you normally would.
- Some other online tools that may be used include (but are not limited to) – Microsoft Office applications, IXL, Keyboarding Online (Grade 7), and Pearson Realize.
- Check the school web page tab “COVID-19 Information” for resources and educational websites.
- Please remember laptops, iPads, textbooks, classroom novels, library books, calculators, and other materials owned by the school will need to be returned.