Dear Elementary Parents,

Beginning on April 29, 2020 we will be implementing the next phase of our Continuity of Learning Plan. The intent of this phase is to provide our students with increased structure, connections and supports. This phase includes synchronous teaching and learning opportunities where students and teachers engage in real time interaction using the Zoom video conferencing platform.

Below you will find Frequently Asked Questions that we have developed regarding this next phase of our plan as well as guidelines for student behavior during synchronous teaching and learning opportunities.

If you have any questions or concerns please reach out to me or your child’s principal.

Warmest regards,

Dr. Vincent Butera

Superintendent of Schools

Frequently Asked Questions

**Q: What is the purpose of the Zoom sessions?**
Teachers will use their discretion to plan Zoom sessions based on their instructional goals. The purpose of the Zoom session is to engage students in a mini-lesson, review or reinforce prior learning, or discuss assignments. Zoom sessions will be used to promote teaching and learning while ensuring the social/emotional well-being of our students.

**Q: What are the attendance requirements for Zoom?**
We ask that you do your best and have your child attend as much as possible. We recognize that family and home situations are such that all students may not be able to engage in every session. Our intent is not to create additional hardship for our families but to create increased opportunities for connections and support for our students and their families. Please communicate any hardship directly with your classroom teacher.

**Q: Will attendance be taken during Zoom sessions?**
Teachers will monitor attendance and the school will follow up with families of students that do not regularly attend Zoom sessions. If you know that your child will not be able to attend a Zoom session please communicate that directly with your classroom teacher.
Q: How will I find out if my child’s Zoom session is cancelled for the day?
In the event that a Zoom session needs to be cancelled an email will be sent out to students/parents.

Q: If my child misses their Zoom session, will the session be re-taught?
A make-up Zoom session will not be provided in the event that a child misses the session. Students may access course materials through the teacher’s Google Classroom/Canvas page.

Q: Will Zoom sessions be recorded to be accessed later?
No, sessions will not be recorded.

Q: What are appropriate student behaviors for Zoom?
The following online learning code of conduct is to be adhered to at all times when students and teachers are engaged in remote learning. In the unlikely event that inappropriate behavior occurs during an online session, a teacher will end that session and follow up accordingly.

Remote instruction content is the property of the school district. The following actions are prohibited and violation of these rules will result in disciplinary action.

Students are prohibited from:

• cyberbullying.

• recording a video conference session in any form.

• altering any content presented during remote learning using any inappropriate images.

• sharing, posting, or otherwise distributing in any manner any content, via text or on social media such as Twitter, Snapchat, Instagram, Tik Tok, etc.

• using platforms for any purposes other than their intended use as directed by their teacher.

• sharing any links, ID numbers, passwords, or invitations of Zoom sessions to anyone.

Adults may not record, alter, or distribute a videoconference session in any form.

Q: What are the guidelines for participation in the Zoom session?
Students must type their first and last name and enable their video so that the teacher can see each child before allowing them into the session.

Students should arrive three-five minutes early so that the session can begin on time.

Students must keep the video feature on at all times.
Students should be seated at a desk, table, or a quiet place free from distractions, siblings, pets, television, or toys.

Students may not have any other devices out that distract from learning during the meeting such as cell phones, video game consoles, etc.

Students should be on mute and raise their hand if they would like to speak or ask a question.

Consider providing your child(ren) with headphones or earbuds while engaging with audio or video content, as it will help them focus on the learning and not what's happening in the home.

Adults/siblings should not be present or interrupt any live session unless younger children need technical assistance. If you have questions for your child's teacher, please send an email after the session and the teacher will get back to you during school hours.

**Q: How long will my K-2 student be on a Zoom session per day?**
K-2 teachers will prepare Zoom sessions to engage students in ELA and Math. To maximize student engagement, teachers will determine appropriate class configurations which may include the whole class or a small group of students. Your child will be on Zoom for a period less than one hour and this will adjust based on the grouping(s) taking place. Teachers will provide a Zoom schedule to parents on Friday for the following week to help families plan accordingly. Schedules may vary as the needs of our students change.

**Q: Will the classroom teacher for grades 3-6 provide a weekly schedule of Zoom sessions?**
Yes, your child’s classroom teacher will provide the weekly schedule of Zoom sessions to families on Friday for the following week. Schedules may vary as the needs of our students change.

**Q: What will happen on Fridays?**
There is no teacher/student contact on Fridays. However, students will continue to work on assignments as needed. This includes all special area assignments for physical education, art, technology, library, and music. Teachers will be planning and participating in professional development/training.

**Q: Will my child still have assignments beyond their Zoom session?**
Following Zoom sessions, students will be asked to complete independent activities. Independent activities will be available through their teacher’s Google Classroom or Canvas learning page.

**Q: What if I need technical assistance?**
Please visit our FAQ landing page:<https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.manhassetschools.org%2fitf>