

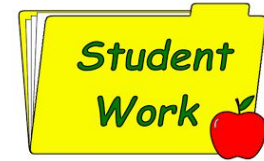


Standard Operating Procedures:



Starting your day:

- Get all of your supplies for the day.
- Check your assignments from the day before to see any teacher's comments (and make any changes where needed) and resubmit your assignment.
- Check Google Classroom Stream for today's assignments.
- Find an appropriate space to work on tasks.
- Be prepared for learning and join your Class Zoom.



Turning in your work:

- Check to make sure the work is complete.
- Proofread the assignment for any errors.
- Click "Turn in" to submit.
- Make sure the "Turn in" Button changes to "Unsubmit" to ensure it was submitted.
- After checking assignments from the day before, if changes need to be made after reading feedback, click on "Unsubmit" to make changes.
- Make revisions and turn in again.



Ending your day:

- Check to make sure all assignments are complete.
- Turn in any assignments that are due.
- Clean up materials and put them away.
- Plug in your device to charge for the next day.
- Make your checklist of assignments for the next day.
- Thank your loved ones for helping you!



Using Zoom:

- Grab earbuds or headphones (if needed).
- Find a quiet spot in your house.
- Find the link to the Zoom located on your Playlist.
- Click on the link to Zoom.
- Click to join Video & Audio.
- If you have a question, use the chat.
- Unmute with teacher permission to talk.
- Remember your class expectations.

Remember the class expectations above. Not following them may result in being put into the waiting room, waiting room with a reflection sheet, parent/teacher conference, and other implications to your child's learning.