

## **Distance Learning Plan – Ms. Williams**

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### **- Access to Classwork**

- I will upload all classwork materials and assignments via google classroom – it is important that students check their classroom every day.
- I will also post a weekly schedule on my homework central website for parents to access.

### **- Assignments**

- I will post discussion questions every Monday, Wednesday, and Friday for students to complete – the questions will post at 8am every morning and they are due at 11:59pm every night. This is a form of attendance so it is very important that students complete these questions each day.
- I will post assignments on Mondays or Tuesdays of each week. Assignments will be due every Friday at 11:59pm, unless noted otherwise.

### **- Daily Interaction**

- I will be available for any questions during the regular school hours Monday through Friday: 8am – 3pm.
- Students and parents may contact me via email – I will respond as soon as possible.
  - Feel free to contact me out of school hours as well – I will do my best to respond quickly.
- Google hangouts is another form of communication I will use for students who need more explanation or clarification on certain assignments. This is a video-chat app they can access on their Chromebook through their email.