

## **Student Checklist for Stay at Home and Classroom Based Virtual Education**

If you learn that you will be required to stay at home for more than a day, use this checklist to help you coordinate your learning and stay up-to-date with your school work.

If you receive notice that you have to stay at home follow this timeline:

### **IMMEDIATELY** (Even if it is a weekend)

- Email your teachers, Mrs. Hauf, Nurse Dallas, and Mr. Carr and let them know why you are staying at home and how long you think you will be at home. Let teachers know how you feel.
- Let staff know how you feel physically. (Are you ill? Quarantined? What symptoms are you experiencing?)
- Find the Google Meet link for each of your classes. If you can't find the Google Meet link, email those teachers immediately requesting that they re-send you the code so that you can login while class is going.

### **THE FIRST DAY YOU ARE ABLE TO ATTEND CLASSES VIRTUALLY**

- Begin logging in to your classes at the time they start during a regular school day. Observe and participate when the teacher opens up for comments. (Have your web camera on, please!)
  - Email the teachers who may not be streaming instruction (for example: PE, Woods, Ceramics, Ag Mechanics) and be sure you are clear what they are expecting you to complete during this time.
- Review your grades on PowerSchool.
- Review the MVHS master schedule on the MVHS web page so you know when your teachers have a prep period.** Remember that some teachers have a prep every other day and not every day.
- Check your email at least twice a day (morning and afternoon) for incoming emails from staff and Classroom notifications.
  - Respond to all emails from a teacher or staff member, politely, letting them know that you have received the message and you understand what they are expecting you to do.
  - Be professional when sending staff an email. Use words such as, "I am still not feeling well," or "When you have a moment can you email me back?"
- Remember that teachers have classes all day long. Be patient if they do not email you back immediately. They will let you know what's going on before your next class period.

### **AT THE END OF WEEK ONE OF QUARANTINE**

- Review your grades on PowerSchool. Determine if there are any downward trends you were not aware of.
- Email all teachers individually and let them know what you are working on, what concerns or struggles you are having, and your next steps. Request help if needed.
- Review your daily schedule; is it productive and allowing you to complete what you need to complete?

### **AFTER YOU RETURN TO SCHOOL FROM AN EXTENDED STAY AT HOME**

- Review your PowerSchool grades for any grades that dropped significantly
- Communicate with your teachers about missed assignments or work that can still be turned in

- Develop a priority list of work to be completed
- Complete that work during Academic Honor Time or with your teachers
- Develop a plan with any teachers where you are having difficulty