



Mannsdale Upper
Elementary School

October 6, 2021

Dear Parents,

We are off to a fantastic start! Thank you for your continual support and flexibility during this school year. This letter is to remind you that **Tuesday, October 12th** is a Distance Learning Day.

We have been working diligently at school to prepare our students for the upcoming Distance Learning Day and to make it easy for both our students and parents. Our students have already practiced logging in, finding their teachers' Canvas page, completing and submitting assignments, and participating in Microsoft Team meetings.

Along with completing assignments in Canvas on Tuesday, October 12th, the teachers are going to have class via Microsoft Teams at the scheduled time listed on the back of this letter.

Please review the expectations that are listed below with your child so that we can have a successful Distance Learning Day on **Tuesday, October 12th**.

Student Expectations for Distance Learning Day

- Make sure your device is fully charged and you are ready to work
- Minimize distractions around you during assigned class times
- Please mute your computer when joining a class
- Appropriate dress is required
- Food should not be consumed during an interactive lesson
- Be focused, pay attention, and be an active participant
- Be respectful of airtime and allow others to respond
- Don't say or type anything that is unkind or inappropriate
- Questions should be directed to your teacher first. If additional assistance is needed, your teacher will direct you to the appropriate contact person.
- Students' cameras must be on during the live lesson.
- Students must attend assigned live classes to be counted present for each class

Debra Houghton, Principal
Nicole Cockrell, Asst. Principal
Renee Williams, Counselor



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The schedule for your child's Microsoft Teams meetings are as follows:

Block 1	Block 2	Block 3
7:35 – 8:50 – Teams Meeting with 1 st Block Teacher; Begin assignments on Canvas; Inbox your teacher if you have questions or problems	10:25 – 11:30 – Teams with 2 nd Block Teacher; Begin assignments on Canvas; Inbox your teacher if you have questions or problems	12:45 – 1:55 - Teams with your 3 rd Block Teacher; Complete assignments on Canvas; Inbox your teacher if you have questions or problems
8:55 – 9:20 – WAR Time	11:35 – 12:00 - Recess	2:00 – 2:30 - Exact Path for Math or ELA
9:25 – 10:15 – Teams Meeting and Canvas with Specials (PE)	12:05 – 12:35 - Lunch	** <u>For all 3 blocks 5 minute breaks have been included so that you have time to go to the restroom.</u> **
10:15 – 10:20 – Get ready for your next class	12:35 – 12:45 - Complete assignments in Canvas	

Sincerely,

Mrs. Debra Houghton – Principal

Fifth Grade Teachers