**Distance Learning Overview for Mrs. Tomolonis:**

**What Students and Parents Can Expect and Are Required to Do Relative to Access of Information, Submission of Work, Other Routines Relevant to Use of Time and Technology**

*\*Just a friendly reminder that Distance Learning Phase 2 is mandatory.*

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| **Access of Information** | \*Students should log onto *Teams* to find lessons and materials.  \*Click on your Reading, Writing, Math group that Mrs. Tomolonis e-mailed to your parents at the beginning of Distance Learning. Mrs. Tomolonis can’t post students’ names with their groups on *Teams* due to confidentiality.  \*Click on Files.  \*Click on Class Materials.  \*Click on the date.  \*Click on the *Power point* to watch the pre-recorded lesson. Click on the audio icon/microphone on the bottom right hand corner of each slide to hear the lesson. Click on any links to watch instructional videos embedded in the lesson.  \*Take your time when watching the pre-recorded lesson so you receive all of the instructions and directions needed to complete the task(s), take your time to do your best work to complete the task(s) described in the *Power point*, and check your work carefully.  \*For the math lessons, click on the links to watch the *Sway* videos in the “Learn” portions of the lesson as this is the pre-recorded instruction portion of the lesson. |
| **Submission of Work** | \*All work is due by Friday of each week, but it is recommended to do a little work each day.  \*Submit your task(s) to Mrs. Tomolonis by taking a picture or scanning them and e-mailing them to Mrs. Tomolonis at [stomolonis@cbsd.org](mailto:stomolonis@cbsd.org) (as a pdf or a jpeg).  \*If you do not have access to a printer, it is fine to do your work on another piece of paper and take a picture of it. Remember to put your name on it and label it.  \*Please put the subject, name of assignment, and date of assignment in the subject line on the e-mail.  \*Use the *Tech-Grades 4-6 and Outlook E-mail Tips* resource for step by step directions with visuals for how to send an e-mail and an attachment using your Central Bucks student e-mail account. Mrs. Tomolonis e-mailed this to your parents at the beginning of Distance Learning and has attached it to her Distance Learning plan e-mails to parents since then. It was recommended that this be printed out and kept with your school materials so you can use it as a resource.  \*If needed, you may log onto *Word* on *Office 365* to type your tasks and then share them with Mrs. Tomolonis through *Office 365* like we do when school is in session. |
| **Other Routines Relevant to Use of Time and Technology** | \*Mrs. Tomolonis holds Live *Teams* Call Group Check-ins for students on Tuesdays, Wednesdays, Thursdays at 9:00 AM.  \*Students should click on the link on Mrs. Tomolonis’ General Channel/category on her *Teams* page to join the call.  \*Mrs. Tomolonis will be reviewing the activities for the day/week.  \*Students should not be on a *Teams* chat without a teacher.  \*Students should follow Mrs. Tomolonis’ Student Schedule for Monday, Tuesday, Wednesday, Thursday, Friday posted on her website.  \*Students should follow the lesson plans posted in Reading, Writing, Math on Mrs. Tomolonis’ website to complete their Reading, Writing, Math work if Mrs. Tomolonis is their Reading, Writing, Math teacher.  \*Mrs. Tomolonis has office hours on Mondays, Tuesdays, Wednesdays, Thursdays from 12:00-12:30 PM and 3:00-3:30 PM to answer questions and provide further clarification if needed.  \*Students should reach out to Mrs. Tomolonis via e-mail at: [stomolonis@cbsd.org](mailto:stomolonis@cbsd.org) first. Then Mrs. Tomolonis will respond via e-mail and on *Teams* if needed.  \*Students should not post work or questions on *Teams* in the “Posts” or “Chat” sections. Instead, they should e-mail Mrs. Tomolonis. |