



**Mrs. Monica Neal**  
**Butler Elementary School PEN**  
**Phase 2 of CBDLP**

<b>Expectations for PEN Students</b>	<p>1. Check <a href="#">Mrs. Neal's Website</a> every Monday for:</p> <ul style="list-style-type: none"><li>✚ Information on the PEN weekly check-in</li><li>✚ Your weekly grade-level assignment</li><li>✚ Complete all assignments by due date 😊</li><li>✚ PEN Assignments and Check-ins are mandatory</li></ul> <p>2. Abide by CB Online Meeting Guidelines <a href="#">found here</a></p>
<b>Mrs. Neal's Office Hours</b>	<p>I will be available to parents and students each day during the following times:</p> <ul style="list-style-type: none"><li>✚ Mondays and Thursdays: 10:00-10:30</li><li>✚ Tuesdays: 11:30-12:00</li><li>✚ Wednesdays: 10:30-11:00</li></ul> <p>My email is <a href="mailto:mneal@cbsd.org">mneal@cbsd.org</a> – We can set up video or phone chats through my email. 😊</p>
<b>Weekly (or every other week) TEAMS meeting</b>	<p>4-Davenport- every other Wednesday 1:00-1:30 4-Charter/Keller- every other Thursday 1:00-1:30 5-Maduzia- Wednesdays 10:00-10:30 5- Masciangelo- Wednesdays 11:30-12:00 5- Schlotter- Tuesdays 10:00-10:30 6- Brown- Tuesdays 10:30-11:00 6- Kelly- every other Thursday 10:30-11:00 Primary- weekly Flipgrid activity</p>
<b>Classroom Tools</b>	<p>Our classroom will primarily be using the following resources:</p> <ul style="list-style-type: none"><li>✚ Teams/Class Notebook (4<sup>th</sup> through 6<sup>th</sup>)</li><li>✚ SeeSaw (All Grades)</li><li>✚ Flipgrid (All Grades)</li></ul>
<b>Resources</b>	<p>Please check the <b>CB Parent Resources</b> (<a href="#">link here</a>) for instructions/videos to assist with Teams calls, See Saw, and more.</p> <p><u>NOTE: If you are experiencing any difficulty accessing my instructional materials, please reach out asap.</u></p>