



Teacher Checklist for Phase 2 of CBDLP

Starting on April 6th, we will be implementing Phase 2 of our Distance Learning plan. During this phase, students will be moving forward with new learning. We will be taking the next few days to ensure everyone gets setup and acclimated with the communicated expectations and district tools.

Dr. Garvin and Dr. Lucabaugh are asking every teacher to post their Phase 2 schedules, expectations, and tools being used with students on their Schoolwires Website **by end-of-day Friday, April 3rd.**

Below is a template for what should be posted on your website:

Daily Expectations for Students	<ul style="list-style-type: none">Attend our classroom check-in by logging in to Microsoft Teams on Tuesday & Thursday from 9:30 – 10:00 am. (Once you are in your Teams, click Calendar of Left Toolbar, click on the meeting, and click “Join.”) and SeeSaw on Monday and WednesdayCheck Mrs. McLaughlin’s Website for our daily/weekly assignments.Complete and submit assignments in SeeSaw by the due date.Abide by CB Online Meeting Guidelines, found here. <p><i>*You could also post a snip of the schedule you are following from the Phase 2 Handbook shared by Dr. Garvin & Dr. Lucabaugh.</i></p>
Office Hours	I will be available to parents and students each day from 9:00-9:30 AM and 1:00-1:30 PM. • You can reach me through e-mail, SeeSaw, and Teams Chat. (For a Teams Chat, click on Calls on the left toolbar, click Make Call at the bottom left, type in my name (Jacqueline McLaughlin, and click the phone icon for an audio only call or the video camera icon for a video call).
Classroom Tools	Our classroom will be using Mrs. McLaughlin’s Website, Teams, and SeeSaw as the primary mode of assigning and collecting work.
Resources	Please visit my website and my resource e-mail to access valuable resources. Please see a list of some of these resources below. <ul style="list-style-type: none">Mrs. McLaughlin’s Website www.cbsd.org/jmclaughlin Resources Include: <ul style="list-style-type: none">o Our Class Schedule for Distance Learning (Website & email)o Passwords/Login Information (emailed)o Teams Directions (Website & email)o Seesaw Home Learning Codes and Directions (emailed)