



ITA Elementary Grades K-5 Phase 1 Virtual Learning Schedule ***(September 8th to October 30th)***

ITA/ILA Online Classroom Policies & Norms

- Value the teacher's time by being punctual and prepared.
- Identify a quiet place to work free of distractions.
- Reduce noise in your background such as others talking, TV, or music.
- Test your microphone and make sure your device is charged.
- Use "good" manners such as waiting for the appropriate time to speak or use the chat box to type your questions.
- Aim to dress appropriately at all times. Follow the district's dress code policy. You do not have to wear ITA uniforms online, but you can :)
- Leave your classes at the appropriate time. If you must leave early, email the teacher in advance.

Online Tips & Suggestion for Optimal Learning

Students

- Keep a water bottle nearby to keep yourself hydrated.
- Take small breaks away from the screen when needed.
- Log into Google Classroom each hour of the school day to see the daily assignments and feedback from your teacher(s).
- Do your best to complete all assignments in a timely manner.
- Contact your classmates and/or teacher(s) through Google Classroom or email if you need help.
- Communication is a key to success- Be proactive in reaching out when you have questions or concerns.

Parents

- Verify your email address and contact information with the school and teacher(s)
- Request your parent MiStar password from the Pontiac Schools Webpage. (<http://www.pontiac.k12.mi.us>), so you can check on your student's progress and grades.
- Keep your students email and password on-hand just in case.
- Make sure your internet is ready and connectivity is good for virtual learning.
- Help your child with assignments when you can, it is okay to help them and sometimes learn together.
- Reach out to the teachers/staff through email whenever you need to. This is new for all of us and sometimes virtual learning may even be frustrating. So, let's work together to get through all the technology, curriculum, and socio-emotional needs of our students, parents, and staff.