



# School District of the City of Pontiac

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## Tips/Guidelines for Working From Home

- Stay in regular communication with your administrators, department heads, and colleagues.
- Maintain hardcopy and electronic copies of teacher manuals and teaching resources, that you will need to ensure efficient working/teaching from home.
- Ensure security and confidentiality of work.
- Maintain separation of work and personal/caring responsibilities.
- Set boundaries and expectations: discuss with your children/family that you must work and develop a schedule.
- Identify and eliminate distractions in your at home workspace, maintaining the same focus and dedication you have at school into your personal space.
- Set up an optimal teaching space in a quiet location with good lighting, and check your audio and video.
- Reminder, Elementary teachers must submit attendance twice a day in the morning and afternoon.
- Reminder, Secondary teachers submit attendance each class hour.
- Do not leave attendance as “unverified”. Students should be marked present or absent.
- Continue to enter and submit weekly two way interactions for students.