



Montessori Community School

Distance Learning Plan

This Distance Learning Plan (DLP) is meant to serve as a guide and overview for parents of children engaged in Distance Learning (DL) at MCS. Specific details will be provided to families by each classroom teacher.

Student Expectations

- Stick to daily routines for engaging in learning experiences. As much as possible, follow the daily MCS schedule of work time, recess, snacks, lunch, nap, where appropriate.
- Be ready for school.
 - Join Zoom meetings on time.
 - Eat breakfast before you join your Distance Learning meeting. No eating during Zoom meetings.
 - Dress appropriately, following school dress code (e.g. no pajamas).
 - Find a comfortable, quiet space in your home, preferably a desk or table, where you can sit and work well (no lying down).
 - Be prepared with your supplies near at hand.
 - Complete your work carefully and thoroughly, as you would in the classroom.
- Communicate with your teachers if you are having difficulty.
- Ask your parents for help and communicate with teachers when you need it.
- Help your classmates thoughtfully where and when possible.

FOR ELEMENTARY STUDENTS ONLY:

- Be prepared for your weekly one-on-one meeting with your teacher.
- **Comply with MCS' Acceptable Use Policy for Technology.** *(Forms included at the end of this document. Proper usage will be strictly enforced.)*

Parent / Guardian Expectations

Provide support for your children by following these tips:

Establish routines and expectations. As much as possible, follow the daily MCS schedule of work time, recess, snacks, lunch, and nap, where appropriate.

Create a physical space for where your child will work: desk, supplies, mat.

Monitor communications from your child's teachers. Refer to the DLP Parent Portal for updates and resources (montessoricommunityschool.org)

Begin and end each day with a check-in with your child to monitor and support their learning.

Take an active role in helping your children process their learning.

Assist with Zoom technology as needed.

Establish times for quiet and reflection.

Encourage physical activity and/or exercise - take a walk, go to a park or beach, ride a bike, walk/play with the dog or care for your pet.

Remain mindful of your child's stress or anxiety. Communicate with the classroom teacher or MCS School Counselor, if needed.

Monitor how much time your child is spending in front of a screen (outside of the school day). School devices will have time usage limitations.

FOR ELEMENTARY PARENTS ONLY:

- Apple SchoolWork is the program that students will use to submit and check work daily. Students will receive instruction on using this application.
- **Support your child in complying with MCS' Acceptable Use of Technology Policy.** *(Forms included at the end of this document. Proper usage will be strictly enforced.)*

Teacher Expectations

Provide support for your students by following these tips:

- Establish routines and expectations. Provide a daily MCS schedule of work time, recess, snacks, lunch, and nap, where appropriate.
- Provide academic learning opportunities.
- Provide time for students to socialize and connect with peers.
- Provide physical activity.
- Teachers will use DLP Parent Portal for updates and resources (montessoricommunityschool.org)
- Maintain communications with your students' parents via DLP Parent Portal and email, as needed.
- Assist with technology as needed.
- Encourage time for quiet and reflection.
- Remain mindful of student's stress or anxiety. Communicate with the parents and/or MCS School Counselor, as needed.

FOR ELEMENTARY TEACHERS ONLY:

- Apple SchoolWork is the program that teachers and students will use to assign and check submitted work daily. Students will receive instruction on how to do this.
- **Teachers will instruct about and enforce the MCS' Acceptable Use Policy for Technology.**

Child's level at school	Suggestions of activities for parents to do with children outside of school sessions
Two-Year-Old	<ul style="list-style-type: none"> • Stick to a routine and maintain consistency with the MCS schedule • Create a dedicated workspace/environment free from distractions • Use mats or tables to define work space • Continue toileting schedule • Include Reading Time • Spend time outdoors • Exercise-yoga, dancing, beach/park • Practical Life work • Puzzles and Manipulatives - blocks, Legos • Small motor activities: art, cutting paper, etc. • Gardening • Take time to connect with your child and discuss their feelings, ideas, worries, successes, etc.
Preschool & Kindergarten	<ul style="list-style-type: none"> • Stick to a routine and maintain consistency with the MCS schedule • Create a dedicated workspace/environment free from distractions • Use mats or tables to define work space • Include Reading time: read and be read to • Spend time outdoors: neighborhood walks, beach/park (if allowed), gardening • Exercise: stretching, dancing, yoga, • Practical Life work: assist with household chores, meal prep, cooking, help with laundry (e.g. folding clothes), gardening (e.g. pulling weeds, watering plants), care of pets/animals, window washing, utensil sorting, setting table

	<ul style="list-style-type: none"> • Puzzles and Manipulatives: blocks, Legos • Small motor activities: art, drawing, cutting paper, etc. • Writing journals and stories • Practice writing letters and numbers • Play board games • Take time to connect with your child and discuss their feelings, ideas, worries, successes, etc.
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Lower Elementary	<ul style="list-style-type: none"> • Stick to a routine and maintain consistency with the MCS schedule • Create a dedicated workspace/environment free from distractions • Use mats or tables to define work space • Reading time: read and be read to (Audible and Epic Books a suggestion) • Spend time outdoors: neighborhood walks, beach/park (if allowed), gardening • Exercise: stretching, dancing, yoga, • Practical Life work: assist with household chores, meal prep, cooking, help with laundry (e.g. folding clothes), gardening (e.g. pulling weeds, watering plants), care of pets/animals, window washing, car washing, etc. • Puzzles and Manipulatives: blocks, Legos • Play board games • Creative arts: draw, paint, build, sculpt, play an instrument • Clean out and sort toys and clothes to give away • Writing journals and stories • Practice handwriting (e.g. cursive) • Take time to connect with your child and discuss their feelings, ideas, worries, successes, etc.
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Upper Elementary	<ul style="list-style-type: none"> • Stick to a routine and maintain consistency with the MCS schedule • Create a dedicated workspace/environment free from distractions • Use mats or tables to define work space • Reading time: read and be read to (Audible and Epic Books a suggestion) • Spend time outdoors: neighborhood walks, beach/park (if allowed), gardening • Exercise: stretching, dancing, yoga, • Practical Life work: assist with household chores, meal prep, cooking, help with laundry (e.g. folding clothes), gardening (e.g. pulling weeds, watering plants), care of pets/animals, window washing, car washing, etc. • Puzzles and Manipulatives: blocks, Legos • Play board games • Creative arts: draw, paint, build, sculpt, crafting, play an instrument • Clean out and sort toys and clothes to give away • Writing journals and stories • Practice handwriting (e.g. cursive) • Take time to connect with your child and discuss their feelings, ideas, worries, successes, etc.
Elementary Specialists	<ul style="list-style-type: none"> • Create a dedicated workspace/ environment free from distractions • Use mats or tables to define work space • Build coding skills (visit coding.org, e.g.) • Practice keyboarding skills (visit typing.com) • Practice musical instruments • Provide resources to practice art

Mock Schedules	
Two Year Old	n/a
Preschool & Kindergarten	<p>8:30-9:00 Morning Circle: Attendance, Calendar, Weather, Storytime, Sharing Whole Group Lesson (Themed Unit), Movement</p> <p>9:00-10:00 Small Group Lessons/Independent Work (teachers available to all, but children will be invited to individual lessons)</p> <p>10:00-10:30 Circle: Stretching, Yoga, Movement, Storytime</p> <p>10:30-11:00 Bathroom/Snack/Screen Break</p> <p>11:00-11:30 Small Group Lessons/One-on-One Lessons</p> <p>11:30-12:30 Lunch Break/Recess</p> <p>12:30-2:00 Preschool = Nap Time (off-screen) Non-nappers and Kindergarten may continue lessons</p> <p>2:00-2:30 Closing Circle (Storytime, Movement, Games)</p>
Lower Elementary	<p>8:00-8:30 Attendance, General Meeting, Whole Group Lesson (Cultural, Social-Emotional Lessons)</p> <p>8:30-10:00 Small Group Lessons/Independent Work (Breakout Room?)</p> <p>10:00-10:30 Snack/Screen Break (Can be off screen)</p> <p>10:30-11:30 Small Group/Independent Work Time/One-on-One Lessons *Teachers will be online, students can be on or off-line working*</p> <p>11:30-12:00 Teacher Read-Aloud/Closing Meeting</p> <p>12:00-1:00 Lunch Break/Recess (Off Screen)</p> <p>Specials Classes (Schedule TBD)</p> <ul style="list-style-type: none"> -Art -Music -Hawaiian Studies -Coding -Science -PE -Guidance

	One-on-One Meeting (Schedule TBD)
Upper Elementary	<p>8:00 "Circle Time" Attendance, General Info</p> <p>8:20 Monday-Thursday: Lessons and Check-In</p> <p>12:10 Lunch</p> <p>12:45 Recess</p> <p>1:15 Cultural lessons, One-on-One Meeting</p> <p>Specials Classes (Schedule TBD)</p> <ul style="list-style-type: none"> -Art -Music -Hawaiian Studies -Coding -Science -PE -Guidance <p>Friday: Literature Groups, Wordly Wise Check, Reflection Journals, Class Meeting/P4C/Toastmasters</p>

DLP Resources
<ul style="list-style-type: none"> • Parents can find DLP, schedules, and resources at montessoricommunityschool.org • Two weeks' preparation of materials for curriculum instruction/lessons will be distributed to families • "Black line" Montessori masters, other printed materials • Tool kits will be prepared by teachers and distributed to families prior to Distance Learning (scissors, glue/glue sticks, rulers, markers, colored pencils, etc.) • Activity kits will be distributed to families prior to Distance Learning (science, art project kits, etc.)

Technology

All Age Levels:

- Zoom is the videoconferencing platform used for distance learning (zoom.com).
- A Zoom account is not necessary; students will join meetings by clicking on links emailed by the teachers.
- School-issued devices are to be used by the students for school-related purposes only.
- School-issued devices, including all accompanying accessories, must be returned to MCS at the conclusion of distance learning.

Two-Year-Old and Preschool & Kindergarten Programs:

- Parents will be surveyed to identify needs for videoconferencing-enabled devices. MCS can provide devices during distance learning, if necessary (Amazon Fire tablets).
- Use of videoconferencing for distance learning will be offered in an age-appropriate manner.

Elementary Programs:

- All MCS elementary students will be issued an iPad to be used for the duration of distance learning.
- Students and parents must read and sign the MCS **Acceptable Use of Technology Policy** prior to accepting school devices. Document to follow.
- School devices will have time usage limitations.