



## MIDDLE SCHOOL Virtual School Student Checklist

### Contacting Teachers:

Teachers are available to contact, meet live with, ask questions of, or follow up with during these office hour times:

**8:30 - 9:30**

**11:30 - 12:30**

**2:30 - 3:30**

Questions can be emailed to teachers and responses can be expected at the latest by office hours.

	What Day is it? What classes do I have today?
	Open PowerSchool Learning and start work on classes for the day
	Engage in the lesson: <ul style="list-style-type: none"><li>● Read/watch/review teacher provided instructional materials</li><li>● Communicate questions to my teacher or note them down for later follow up during office hours</li><li>● Complete the assignment for that class and submit</li></ul>
	Repeat for other classes that meet today
	End of day checklist: <ul style="list-style-type: none"><li>● Did I <b>check</b> for communication from my teachers?</li><li>● Did I <b>submit</b> all the work I did for each of my classes?</li><li>● Did I <b>contact</b> my teachers if I had questions?</li><li>● Is there <b>anything else</b> I still need to do?</li></ul>

### WHAT WORKS BEST FOR VIRTUAL SCHOOL:

- Keep to a regular daily schedule
- Identify a quiet place to do my work
- Do my best to limit distractions
- Take regular breaks
- Remain physically active throughout the week
- Ask questions of my teachers if I don't know what to do