**Ms. Leal’s Office Hours and Google Classroom Details**

**Office Hours**

I will have “Office Hours” in which I will be available for video chatting.

• What are Office Hours for?

I will answer any questions that you or your child might have on lesson or

an assignment.

I can re-teach material in a small group manner if necessary.

• What do I need to do as a parent?

Have any documents or questions ready and join our class Zoom session

during the hours listed below with the **Zoom Meeting ID: see email or google classroom** (No

password will be required)

• No Questions? No problem! Office Hours are NOT required.

• These are the hours I will be available Monday-Friday:

**• 11:00-11:30am**

**• 1:00-1:30pm**

**• 5:00-5:45pm**

Please Note:

Office Hours are NOT for conferences. They will be open to the class and anyone

can join to ask/answer questions. Conversations are not private.

***If you’d like to set up a video conference for a one-on-one conversation***

***regarding your child or specific concerns, please send me an email***

***message and we can arrange it.*** ☺

**Google Classroom**

• Lessons will be pre-recorded and uploaded to Google Classroom. They will be

organized by subject/topic. (Schedule below)

• Pre-recorded lessons can be viewed as many times as needed for re-teaching or

clarification ☺

• Documents that will accompany lessons will be uploaded to the section that

accompanies that video. Families can choose whether to print or view

electronically.

• 3rd Grade teachers have agreed to share resources- so **some** videos **might** be of

another third grade teacher teaching the same material ☺

• Graded Assignments will be uploaded to Google Classroom and will have a due

date attached. I will also send email reminders until we are all familiar and comfortable with this process. Grades will be entered via PowerSchool.

**Week of March 30th**

I will upload 1 video for ELA and 1 video for Math. Each will have assignments for students to complete throughout the week. – No assignments are graded for this week, but are due for completion by April 4th.