



## Our Lady of Mercy School Procedures for Daily Remote Learning

### What if my child needs to participate in remote learning for a short period of time?

If your child is experiencing symptoms or has been directed to quarantine, is not able to attend school, and you wish for him or her to participate in remote learning for the school day, please take the following steps:

1. Mark “yes” on the symptom checker to the question “Will your child participate in remote learning today?”
2. Have your child sign in to his or her homeroom teacher’s [Zoom Room](#) by 8:00 am in order to check in as a remote learner for the day. Remote learners are NOT marked absent for the school day.
3. Have your child then follow his or her [class schedule](#) (middle school) or the schedule published by your child’s teacher (PK-5) to participate in class for the day.
4. Any textbooks, workbooks, or handouts that your child missed during the day will be available for pickup outside the main office between 2:45 and 3:00 pm.

### What if my child is too sick to participate in remote learning?

If your child is too ill to participate in remote learning for the day, please:

1. Mark “no” on the symptom checker to the question “Will your child participate in remote learning today?”
2. Notify the office as you normally would of your child’s absence. Students who are not in school and who do not participate in remote learning WILL be marked absent.
3. Textbooks, workbooks, and handouts from the day will still be available in front of the main office between 2:45 and 3:00 pm.

### What should my child do as a remote learner?

We are asking all remote learners at all grade levels to please:

1. Dress in school uniform.
2. Place your device on a table, desk, or other appropriate flat surface, and sit up at the screen.
3. Keep your video turned on so that your teachers can see how you are doing.
4. Attend each class or section of the day for the duration of the time established by your teacher.
5. Follow along with class attentively.
6. Refrain from eating while class is in session.

**\*Please note that daily remote learning is made available for students who are not able to attend school because of health-related matters. It is not available for unexcused absences.\***