



Scott Altman Primary School



Lynn Brown, Principal
lynn.brown@pekin108.org

1730 Highwood Ave.; Pekin, Illinois 61554
309.477.4715

Pekin School District 108 Scott Altman Primary School E-Learning Day

In the event that school cannot be held in the building due to an emergency such as excessive snow or extreme cold, the following plan will be implemented for students at Scott Altman Primary School.

1. Students are asked to login to Google Classroom prior to 8:40 to find the schedule, assignments, and messages for the school day. The school day is from 8:40AM - 2:40PM. Teachers are available from 8:20-3:20. Everyone's lunch will be from 11:30-12:30.
2. Teachers will utilize Google Meets to teach mini-lessons, whole group discussions, one-on-one conferring, and small group interactions.
3. Students are to complete the attendance form no later than 3:00PM. each day. Students who do not complete the form will be marked ABSENT for that day.
4. **If a student is unable to complete classwork due to illness or another excused reason, the parent or guardian will need to call the school office or send an email to the teacher.**
5. Instruction will be provided to all students.

We are flexible! If you have any questions or concerns, please feel free to reach out to your child's teacher. You may also contact the school office at 477-4715. We are here to support our students!

Keys to success in Google Meets:

- Have your camera on
- Keep microphone off until ask to turn it on
- Set an alarm so you know when to log in. (i.e. phone, device, etc)
- Find a quiet space if possible