

School Roles and Responsibilities

District Office	<ul style="list-style-type: none"> • Create and distribute the Temporary Distance Learning Plan (BT_TDLP) • Support faculty and students/families shifting to a distance learning environment • Help campus administrators, teachers, other staff to implement TDLP
Technology Department	<ul style="list-style-type: none"> • Define Help Desk Support Process, shared in Schoology and emailed to staff • Provide essential technology equipment to district personnel and students • Support all district personnel and students shifting to work from home and distance learning environments
Principals	<ul style="list-style-type: none"> • Weekly 1:1 check-ins with teachers to support distance learning plans • Monitor communication between teachers and their students • Support faculty/students/families shifting to a distance learning environment
Instructional Coaches	<ul style="list-style-type: none"> • Partners with Principals and Supervisors to determine how to effectively support teachers. • Identify resources for high-quality distance learning experiences • Proactively schedule check-ins with teachers to identify ways to support their design of distance learning experiences • Facilitate virtual curricular collaboration sessions via Zoom for each program / pathway
Teachers	<ul style="list-style-type: none"> • Use Schoology as primary Learning Management System (If associate school instructor, default to home school's primary LMA or expectations). • Collaborate with other members of your campus or pathway to design distance learning experiences for your students • Use district curriculum and resources (ex. .Zoom, Schoology, Google, ICEV, online textbooks) to communicate and deliver content • Make sure parents are aware which online resources your students will access. Include information on how to access the resources. • Communicate with students / parents and provide timely feedback, daily if possible
Special Education / Intervention Specialists	<ul style="list-style-type: none"> • Meet all IEP and other special education deadlines via phone/video conference as needed • Communicate regularly with the subject or classroom teachers who teach the students on your caseload. • Communicate regularly with students on your caseload and/or their parents • Assist students on your caseload to chunk distance learning material. • Document time supporting students. • Begin preparing creative ways to provide specially designed instruction if needed.
Special Education / Project SEARCH & LIFE	<ul style="list-style-type: none"> • Use daily schedule template developed by SEARCH and LIFE instructors to provide interns with a structure for their distance learning days • Provide employment related assignments and video based instruction • Find creative ways to provide specially designed instruction • Communicate with all interns daily by email, and once a week by phone or other direct method • Meet all IEP and other special education deadlines via phone/video conference as needed
Counselors	<ul style="list-style-type: none"> • Serve as a liaison for communication with students/families in crisis. • Provide resources for students/families to support them while away from school. • Proactively reach out to students and families to check-in, build relationships and communicate progress towards graduation criteria. • Refer students / families to secondary supports and provides contact info. • Proactively schedule virtual group chats to maintain social relationships.

Student Roles and Responsibilities

- Establish daily routines for engaging in the distance learning experiences
- Identify a space in your home where you can work effectively and successfully
- Identify a space in your home where you can participate in live online learning. Sit at a table with a wall behind you, if possible. Follow the school dress code.
- Regularly monitor online platforms
- Engage in all learning with academic honesty
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Comply with school internet safety policies including expectations for online etiquette

For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a technology related problem or issue	Technology Help Desk Process
a personal, academic or social-emotional concern	your assigned counselor
other issues related to distance learning	your school principal or assistant principal

Parent Roles and Responsibilities

Provide support for your children by:

- Establishing routines and expectations
- Defining physical space for your child to study
- Monitoring communications from your child's teachers
- Beginning and ending each day with a check-in
- Taking an active role in helping your child process his/her learning
- Establishing times for quiet and reflection
- Encouraging physical activity and/or exercise
- Remaining mindful of your child's stress or worry
- Monitoring how much time your child is spending online
- Keeping your child social, but set rules around their social media interactions

For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a technology related problem or issue	Technology Help Desk Process
a personal, academic or social-emotional concern	your child's assigned counselor
other issues related to distance learning	your school principal or assistant principal

General Guidelines for Distance Learning

Feedback	<ul style="list-style-type: none"> • Provide timely and personalized feedback, as it is essential to student learning; this is especially important in online learning environments • Provide clear communication, such as where/how students should ask questions and seek clarification • Actively monitor your email for questions and communications from students/families, making best effort to respond in 24-48 hours.
Offline Work	<ul style="list-style-type: none"> • Avoid requiring printing. • All tasks must be completed on a device or uploaded. • Consider including offline activities in your lessons such as reading, engaging in discussions with a family member or friend remotely, writing in a journal, taking pictures and/or making a video.
Instruction	<ul style="list-style-type: none"> • Teachers should be delivering instruction, not only assigning work. • All lessons / assignments should have an agenda, clear directions, mode of instructional delivery, production of student work, and a due date. • Consider scaffolding length of student assignments over time.
Deadlines	<ul style="list-style-type: none"> • Provide students ample time to complete assignments - more time than you would usually provide in class may be necessary for students. • Make sure that all directions for tasks are clear and detailed.
Online Learning Environment	<ul style="list-style-type: none"> • Use district supported platforms such as Schoology, Google Classroom, Zoom, online textbooks, One Drive, Google Drive, etc. • Provide both live instruction and recorded videos for learning opportunities as detailed by the district based on your grade level and subject area
Real-Time or Live Learning	<ul style="list-style-type: none"> • Students have the opportunity to interact with one another and the teacher • Could take place via Zoom, Google Meet, Canvas or other discussion boards. • All video learning opportunities should be recorded and posted for students who are unable to make the live session
Video Conferencing Guidelines	<ul style="list-style-type: none"> • Students should be in appropriate settings. • Maintain class etiquette • Be aware of your surroundings. Use headphones if necessary.
Student Check-In & Assessment	<ul style="list-style-type: none"> • Assessments as necessary to measure progress, learning and growth. • Assessments to be used for instructional planning. • Teachers should use a variety of assessments (not only quizzes / tests). • Reference expectations for feedback and due dates as mentioned above.
Office Hours	<ul style="list-style-type: none"> • All staff will be available to their students and parents via identified communication tools and digital platforms. • Staff will communicate office hours and live sessions to students / families in advance.
Free E-Learning Tools Non-Curricular Materials	<p>http://www.amazingeducationalresources.com/</p>