Distance Learning Student Check Ins
Customize sections <mark>highlighted in yellow</mark> to conform to your school's procedures

Check-Ins vs. Counseling:

> A **check-in** is a narrow, care-focused process to meet the immediate needs while *counseling* is focused on long-term goals and a broader range of issues.

What a check-in is:	What a check-in is not:
● A short phone conversation ● An opportunity to connect with the student ● A method to identify the student's needs	● Crisis counseling ● Tele-therapy ● A social call

Sample Script on Outreach Calls:

I'm calling to check in, because I'm seeing you earned an incomplete in [classes]. How has distance learning been going for you so far?

What are some of the challenges with completing your distance learning work?

I can't get on the internet!	*Our school can help with that!* *Share or review with student:* ● <mark>Your school or district's student and family tech support contact info</mark> ● <mark>Any tech support documentation or community resources, including details on free internet access available in your area.</mark>
I don't have access to technology!	*Our school can get you a laptop!* <mark>Follow up with your tech team about the student/family requesting a laptop for follow-up.</mark>
I have been confused with where to start.	Review any provided schedules with student: *SAMPLE -* [9th grade Week At A Glance](#) <mark>Or any orientation materials to familiarize your student with Google Classroom, Blackboard, or the appropriate system for your school.</mark>
I am struggling with a specific class.	*Your teachers are still happy to provide extra support. Do you know how to get in touch with them?*

	At Gateway, staff hold weekly online office hours via Zoom, which would be the first option students would be directed to, as well as email and phone availability.
I have been lazy and unmotivated.	What are some routines you can start building into your day? How are you taking care of yourself physically and mentally? What are some short-term goals we could set?
I am struggling with some social/emotional problems.	Refer to counseling per your school's procedures.

EMPHASIZE: *Distance learning matters for lots of reasons, including:*
- *This is a chance to boost up your grade, which will still matter for colleges and GPAs*
- *It's important you keep your brain active and learning*
- *This may be content you need for next year's classes*
- Provide additional information about how grading will work at your school.

What are some things you can start today to get yourself moving along?

Do you need any additional support?

Distance Learning Consultation/Support Cheat Sheet

Potential Distance Learning Barriers for Students	Potential Distance Learning Supports for Families/Students
Student is struggling with **organizing time.** Day is unstructured, trouble following a schedule.	- Help the family/student create a **daily schedule** with times chunked out (be sure to base this on the weekly schedule posted to google classroom for their grade. - Suggest student begin each day by reviewing the schedule for the grade and **recording that day's assignments** on a piece of paper - They could use or adapt this tool
Student is struggling with **attention and focus**	- Help student and family **organize a space** in the home dedicated to learning to minimize distractions (away from tv and phone) - Help student and family **create a schedule** that includes breaks and rewards - Recommend that student uses a **timer** when working - Suggest that the student try a **fidget** (can use a household item like paper clips, dice, etc)
Student is struggling with **motivation**	- Help the family put some basic **incentives** in place (like earning video game time) - Have student **check in with a teacher** they have a connection with for a **pep talk**

	- Alternatively, offer to have the student **check in with you** for a **pep talk** - Suggest the student select a **"study buddy"** to check in with about assignments across the week
Student is struggling with **content/directions**	- Let the parent know about the **office hours** teachers are offering, explain how to access these - Encourage the parent to **email the teacher** with the child to gain further clarity - Suggest the parent **review directions** with the student, and then have the student repeat back the directions so parent can **check for understanding**
Student is having difficulty **reading** the content posted or **writing** their responses due to language or reading barriers	- Teach students and families about the chrome plug in **Google Read and Write** and highlight features that may be especially relevant for that student (e.g. translation, read aloud, word prediction)

Many students have told their parent/guardian that they are on top of their work, even if that's not entirely the case. Help parents/guardians be empowered to monitor student progress! Here's an email template if helpful:

Hi _____,

Great talking with you today! Here's how to log in to PowerSchool (or your school's system):

USERNAME:
PASSWORD:

Here's how to log in to Google Classroom (or your school's system):

USERNAME:
PASSWORD:

Let me know if you have issues accessing any of this!

Best,