

**Distance Learning Student Check Ins**

*Customize sections highlighted in yellow to conform to your school’s procedures*

Check-Ins vs. Counseling:

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| 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. |

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| What a check-in is:   * A short phone conversation * An opportunity to connect with the student * A method to identify the student’s needs | What a check-in is not:   * 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?*

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| *I can’t get on the internet!* | *Our school can help with that!*  *Share or review with student:*   * Your school or district’s student and family tech support contact info * Any tech support documentation or community resources, including details on free internet access available in your area. |
| *I don’t have access to technology!* | *Our school can get you a laptop!*  Follow up with your tech team about the student/family requesting a laptop for follow-up. |
| *I have been confused with where to start.* | Reviewany provided schedules with student:  *SAMPLE -* [*9th grade Week At A Glance*](https://drive.google.com/file/d/1YZe_VSEN1US790eZVMiGJ4wxzuLH7KJm/view?ts=5e93a5e0)  Or any orientation materials to familiarize your student with Google Classroom, Blackboard, or the appropriate system for your school. |
| *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**

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| **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](https://docs.google.com/document/d/1H9kg2wuDkkVFCIhVqQfqsY7qcYswe1juGoG-oM8fLJ4/edit) |
| 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:

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| Hi \_\_\_\_\_\_\_\_\_,  Great talking with you today! Here's how to log in to [PowerSchool](https://gateway.powerschool.com/public/) (or your school’s system):  USERNAME:  PASSWORD:  Here’s how to log in to [Google Classroom](https://classroom.google.com/u/0/welcome) (or your school’s system):  USERNAME:  PASSWORD:  Let me know if you have issues accessing any of this!  Best, |