



Student/Parent Roles and Responsibilities

Along with calendar and grading information, these organizers can help clarify expectations for working together under a distance learning model, as well as points of contact for issues that may arise. Customize with your directory information and guidelines.

Parent/Guardian Roles & Responsibilities

- Establish routines and expectations
- Monitor communications from your children's teachers
- Begin and end each day with a check-in
- Address physical and social-emotional needs
- Be flexible

For questions about ...

Contact/Reference...

...a course, assignment, or resource	...the relevant teacher <i>...Your school's distance learning online hub (Google Classroom, Blackboard, etc.)</i>
...a technology-related problem or issue	<i>Your School's Tech Support:</i> <ul style="list-style-type: none"> ● <i>Consider setting up a new email address or anonymized Google Voice line for parents and students to call/text specifically about distance learning tech support.</i>
...a personal or academic concern	...Advisor, or Counselor/Resource Specialist if applicable ...
...social-emotional concern or mental health concern	<i>School Mental Health Contact</i> <i>Additional Community Resources:</i>
...other issues related to distance learning	<i>Primary School Distance Learning Contact</i>

How can I support my student?

(Optional - these are generic parent guidelines; customize as appropriate)

This is a complicated and challenging time for families. Each family's circumstances and needs are unique. These tips are intended to be a resource for developing a plan that will work for your family:

1—Establish routines and expectations

Routine supports learning and provides a sense of safety for students. As much as is feasible for your family:

- Keep sleep schedules consistent
- Set regular hours for schoolwork
- Discuss and agree on the family's expectations for device use, how to share space for schoolwork, schoolwork completion, communication, check-ins on progress.
- Write these agreements down and make them visible in the home.

2—Begin and end each day with a check-in

- Morning check-ins set the course for the day:
 - What is your child learning today? What are their learning goals and tasks?
 - How will they spend their time?
 - What resources do they require? What support do they need?
- End of day check-in helps everyone feel accountable, accomplished and helps improve the process for the next day:
 - What did you learn and accomplish today?
 - What worked in your learning process today? What needs work for tomorrow?

3—Balance independence and supervision

- Depending on students' ages and capacities, they may be able to step up and be more independent in their learning.
- Students will also need monitoring; regularly check their Google Classroom and PowerSchool to verify that they're on track.

4—Address physical and social-emotional needs

- Encourage your child to be active in some way during the day-- even doing chores can get them moving!
- Regularly check in with your child about how they're feeling. It's normal to be anxious, preoccupied, sad, and upset during an unprecedented time like this. Naming what they are feeling is an important step.
- Use resources: [Link here](#)
- Help your child find ways to connect with friends while maintaining social distance.

5—Be flexible

- Plans may need to change based on new direction from the state or city, on family or individual needs, or other circumstances.
- Be gentle with yourself-- these are unprecedented times for parents in particular. We can only do our best.

Student Roles & Responsibilities

Consider listing expectations around:

- When and how students are to check for schoolwork
- Academic integrity
- Setting up schedules and spaces for schoolwork at home
- Communicating with teachers and peers
- References to student handbooks and tech agreements that still apply
- How to receive additional support
- Wellness and enrichment
- Video chat norms

For questions about ...

Contact/Reference...

<p>...a course, assignment, or resource</p>	<p>...the relevant teacher</p> <p>...<i>Your school's distance learning online hub (Google Classroom, Blackboard, etc.)</i></p>
<p>...a technology-related problem or issue</p>	<ul style="list-style-type: none"> • <i>Your School's Tech Support:</i> <ul style="list-style-type: none"> ○ <i>Consider setting up a new email address or anonymized Google Voice line for parents and students to call/text specifically about distance learning tech support.</i>
<p>...a personal, academic or social-emotional concern</p>	<p>...Advisor, or counselor/Resource Specialist if applicable</p> <p>...<i>Wellness resources</i></p>