



Distance Learning Plan Responsibilities

Responsibilities of Students

Students are expected to:

- Identify a school appropriate and quiet space to study/learn.
- When on a video hangout/chat - school appropriate clothing is mandatory.
- Dedicate appropriate time to learning, as per schedule and teacher instructions.
- Check Google Classroom and G-Suite platforms for information on courses, assignments, and resources daily.
- Attend, as much as possible, the regular synchronous and asynchronous engagements offered by each of their teachers.
- Incorporate formative feedback and suggestions to deepen subject understanding.
- Engage in all learning posted with integrity, kindness, respect and academic honesty.
- Submit all assignments in accordance with provided timeline and/or due dates.
- Ask for teacher support and assistance when work is challenging or needs clarification.
- Understand that teachers cannot accommodate individual schedules.
- Ensure your own social and emotional balance by keeping healthy habits.

Responsibilities of Teachers

Teachers are expected to:

- Post to Google Classroom learning activities with clear objectives as per their scheduled classes each week.
- Facilitate bi-weekly synchronous Homeroom sessions (Monday and Friday).
- Be available to interact with students via email, Google Hangouts, Google Classroom, and Google Meet during their scheduled classes, between 3:30-4pm Monday to Friday and Wednesdays 2-4pm.
- Communicate clearly assignment objectives, assessment criteria and deadlines.
- Email home if students miss deadlines and/or are falling behind in classes.
- Take time away from technology in the evenings and weekends.

Responsibilities of Parents

Parents can support their children by:

- Designate a place where your child will work independently on his/her assigned tasks (access to technology, safe and quiet space during daytime). If more than one child, try to create individual spaces.
- Encourage attendance.
- Engage in conversations on posted materials, assignments.
- Monitor Google Classroom updates and be sure to check in with your child daily about the distance learning tasks, activities and assessments they are working on.
- Monitor your child's calendar and support them in submitting assignments according to the established deadlines.
- Monitor time spent engaging in online and offline learning, including variables like that of preferred learning times (morning, afternoon, evening).
- Encourage breaks and physical activity to break up the day.
- Remind your child to email their teachers if your child or you have questions or if they need extra help and support.
- Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and fun!