

# Distance Learning for All

## Protocol for Maintaining Regular Student Check-Ins



Teachers,

Thank you for your continued work maintaining relationships with your students! As a district team, we are dedicated to identifying and addressing barriers to successful online access for every student. We also need to ensure documentation for future compliance requirements. Thus, we have identified the following protocol to be implemented for all students, in all programs, starting Monday, April 6, 2020.

Please remember that Mandatory Reporting Laws are still in effect. Contact your administrator or supervisor immediately if you must report.

*Document updated 4/6/20*

Timeline	Action	Responsible Staff	Documentation Required	Notes
Between Monday, April 6 and Friday, April 10	<p>Make personal contact with all families and/or students to ensure they are aware of Distance Learning for All (DLFA).</p> <p>Complete Family Contact form for each student (<a href="#">Elementary</a>, <a href="#">Secondary</a>), also located on the <a href="#">Distance Learning Staff Resources</a> page found in <a href="#">Teacher Links</a>.</p>	<p><b>Elementary:</b> General Education teacher</p> <p><b>Secondary:</b> Home Room Teacher, Advisory Teacher</p> <p><b>SpEd:</b> Specialized Classroom Teacher, Learning Specialists for Caseload students</p> <p><b>ELD:</b> EL Teacher for Caseload students</p>	<p><b>All K-12 General Education:</b> Log each parent contact in the Parent Contact Log in Synergy.</p> <p><b>SpEd/EL Case Managers:</b> Log each parent contact and conversations in the parent contact log in Synergy SE.</p>	<p><b>Intended Outcome:</b> <u>All</u> students/families are encouraged to re-engage with their primary/secondary instructional provider.</p>
Friday, April 10	For those able and when applicable, check Schoology Analytics to identify students who have not logged in to access online opportunities.	<p><b>Elementary:</b> General Education teacher sends classroom group encouragement via Remind</p> <p><b>Secondary:</b> Home Room Teacher</p> <p><b>SpEd:</b> Specialized Classroom Teacher</p> <p><b>ELD:</b> EL Teacher for Caseload students, in collaboration with Gen Ed teachers</p>		
Monday, April 13	<ul style="list-style-type: none"> <li>• Send Group Remind to access DLFA.</li> <li>• Contact all individual families and students identified on 4/10.</li> <li>• Identify barriers, both specific to students or patterns for multiple students.</li> <li>• Assign staff to problem solve and address, as needed.</li> </ul>	<p><b>Elementary:</b> General Education teacher sends classroom group encouragement via Remind</p> <p><b>Secondary:</b> Home Room Teacher or designated support teacher</p> <p><b>SpEd:</b> Specialized Classroom Teacher</p> <p><b>ELD:</b> EL Teacher for Caseload students, in collaboration with Gen Ed teachers</p>	<p><b>All K-12 General Education:</b> Log each parent contact in the Parent Contact Log in Synergy.</p> <p><b>SpEd Case Managers:</b> Log each parent contact and conversations in the parent contact log in Synergy SE.</p>	See script below

Friday, April 17 and every subsequent Friday throughout school closure	Check Schoology Analytics to identify students who have not logged in to access online opportunities over the previous week.	<b>Elementary:</b> General Education teacher <b>Secondary:</b> Home Room Teacher <b>SpEd:</b> Specialized Classroom Teacher <b>ELD:</b> EL Teacher for Caseload students, in collaboration with Gen Ed teachers		
Monday, April 20 and every subsequent Monday throughout school closure	<ul style="list-style-type: none"> <li>• Contact families and students identified on the previous Friday.</li> <li>• Identify barriers, both specific to students, or patterns for multiple students.</li> <li>• Assign staff to problem solve and address, as needed</li> </ul>	<b>Elementary:</b> General Education teacher or designated support teacher <b>Secondary:</b> Home Room Teacher or designated support teacher <b>SpEd:</b> Specialized Classroom Teacher <b>ELD:</b> EL Teacher for Caseload students, in collaboration with Gen Ed teachers	<b>All K-12 General Education:</b> Log each parent contact in the Parent Contact Log in Synergy. <b>SpEd Case Managers:</b> Log each parent contact and conversations in the parent contact log in Synergy SE.	See script below

**Script to be used when contacting families whose children have not participated in Distance Learning for All:**

**Introduce yourself and say:**

“I noticed that your child has not been participating in the distance learning provided online, and I am checking in to see how I can support you and your child in any way.”

**If a family indicates they choose to not participate, say:**

“When would you like me to check back in?”

**If they seem overwhelmed by their role in online programming, in addition to everything else they are doing right now, say:**

“Is there one thing I can help your child with this week? I’m happy to help with just that one thing, so that you don’t have to worry about it.”

**In the event a family requests assistance for items such as food, shelter, emotional support, etc., say:**

“Thank you for sharing this with me. Our counselors knows about resources that are available. I can have (counselor’s name) reach out to you. What is the best way for them to do this?”