

## TEMS Distance Learning Plan for Parents/Guardians and Students

### Goals:

- To maintain continuity of learning through existing systems and processes for students and staff in a digital learning environment
- To maintain the requirements of the State Department of Education to provide an equitable and ongoing education

### Schedule:

- Distance learning school hours will look similar to in-school hours.
- Students will rotate through the core instructional areas according to the schedule.
- All teachers are expected to be online and available to their students between 9am and 3:00 pm
- Time Periods Can Start Later Based on Family Schedules, but students should check in to Google Classroom daily prior to 2 pm for attendance purposes

Attach link to our [aces.org/tems](https://aces.org/tems) site

**\*Students should follow their A-E Day Rotation Schedule for Creative Arts.**

### Mutual Expectations to Support Continuity of Learning

#### Attendance

- Attendance will be taken just like an ordinary day
- Teachers will know who is present by who has logged in to Google Classroom and responded to the day's assignments
- Please email the teacher if your child cannot participate on a given day or days.
- Three or more consecutive absences will be reported to administration to help ensure access and family well-being
- Reach out to your teacher if there are any other concerns

#### **Teacher responsibilities include:**

- Being in their virtual classrooms during designated school hours and being responsive to student needs in a timely fashion that is as consistent as possible with daily in-school interaction during the hours of 9:00 and 3:00pm
- Designing and providing access to meaningful instruction based on the course curriculum
- Posting all materials and instructions to Google Classroom and/or Canvas daily
- Monitoring student progress
- Providing individual student feedback at least once a week
- Providing continuous assessment
- *Traditional assessment practices that are often used in classrooms (like “tests”) may not be appropriate in a distance learning environment, so parents should expect that a variety of assessments are taking place.*

**Student/Parent Responsibilities:**

- Take ownership of your learning by participating in the learning; complete assigned work and respond to teacher posts or requests for feedback
- Commit to learning durations outlined in the schedule above
- Communicate with your teacher if there are circumstances that limit your ability to commit to learning durations outlined in the schedule above
- Ask your teacher for help if you are confused by a lesson or feel like you are falling behind. Your teacher will help.
- Student support staff (example: SPED staff, curriculum support staff, etc.) are all available as well. Email if you need help.
- Be thoughtful and kind in your online communications with your peers and teachers. All online activity should be school appropriate.

**Technology Help/Support**

- For technology support contact your Morning Meeting Teacher through email or Student Square.
- A parent’s or student’s point of contact is their teacher or administrator. The parent or student should let the teacher know about any device issues.
- The teacher will verify any issue and submit a service desk ticket with as much detail as possible.
- Parents may need to bring the device to a location to drop off and receive a spare.