

SUPPORTING REMOTE EDUCATION

DIGITAL LEARNING

Need guidelines to communicate with your students to support remote learning? Below are some guidelines to consider.

1

Email

1. Notify students how they can contact you, where materials and assignments are located, and how you will provide feedback.
2. Check email throughout the day consistent with regular work hours.
3. If you receive an email (from student or parent) you are not comfortable answering, please share it with your building principal.
4. Notify your building counselor, principal, and superintendent if you become aware of any circumstances that impacts a student while they are home or if they are not responding to their assignments.

2

Illness

1. If you become aware that a child or family member becomes ill (with COVID-19 or some other dangerously contagious illness), please adhere to HIPPA guidelines and follow the school procedures for reporting remote absentee or illnesses.
2. If you become ill, please email your principal.
3. Complete any necessary/required daily attendance forms for students.
4. Please keep in mind that at any point concerning remote support, if you have any questions, email your building administration and central office staff.

3

Monitoring

1. Make sure you are consistently monitoring and checking your students' work online during school hours.
2. Provide feedback in a timely manner for your students and parents (via email, phone, etc.).
3. Keep in mind this is new for the students and parents, so they may have questions.
4. Make sure all the students have his/her usernames and passwords for all online learning platforms so they can access them from home.

