

Township of Union Schools
Distance Learning Expectations
Connecticut Farms School

Q&A:

- I. Remote/Online Learning- What is the expected amount of time students are to be engaged in learning?
Students are expected to be engaged in learning for a minimum of 2 hours a day.
- II. Can students access paper documents and/or technology?
It is expected that both paper documents and technology be used as much as possible. Teachers are to strike a balance at the elementary level to promote both. Additionally, teachers need to make materials available for students who may not be able to use technology. For example students who don't have devices at home or limited internet access.
- III. How should students complete assignments and adhere to all due dates set by the teacher?
Teachers will determine what is best in determining deadlines for assignments. Please determine how you will communicate completed assignments with parents and share it with me as well.
Since many of the materials are worksheets, workbooks, and online resources, teachers can do the following:
 - A. Hold all assignments until students return.
 - B. Use Class Dojo journals as a way for students to document their completed assignments.
- IV. How can parents communicate with teachers regarding assignments?
Parents can communicate assignments through the district email and Class Dojo. Teachers are expected to communicate with parents during the normal school day. If parents should reach out after 3:15 pm, it is expected that no more than 24 hours should go between communication.

- V. What are the expectations of Students?
To access lessons and assignments. To complete lessons and activities directed by teacher(s).
- VI. What are the expectations of Parents/Guardians?
Parents/Guardians will communicate issues or questions with staff and/or building administrators. Support students with their learning activities.
- VII. What are the expectations of Teaching Staff?
Plan and provide distance learning lessons and activities. Maintain a gradebook to reflect the necessary lesson activities/assignments. Maintain some type of record of student participation. Maintain records and/or hold virtual conferences (when appropriate) to support student learning as well as parent/ guardian concerns and support. Support students IEP and 504 plans. Maintain open communication with administrators (principals, vice principals, supervisors).
- VIII. What are the expectations of Building Administrators and Department Supervisors?
Daily attendance of building staff. A google document will be developed. Staff will document that they communicated to parents. Use of google hang-outs can be used. Daily operation of remote learning. Collaborate with teachers. Open lines of communication with parents/families. Maintain communication with Central Office administration in support of TUPS distance online learning.
- IX. What are the expectations of Preschool Paraprofessionals?
Collaborate with preschool classroom teachers daily to support learning for students. Check emails on a daily basis.