

RPS Family Role & Responsibilities for the 2020-2021 Learning Plans

Updated 7/17/2020



Overview: Ralston Public Schools has developed two alternative plans for teaching and learning for the Yellow and Red Instructional Levels. Included in this document is information about how families and students can begin to think about how to prepare for the upcoming school year.

Transition Time between Instructional Levels:

- Should a transition occur between instructional levels, at least a two-day turnaround (potentially longer) will be communicated so staff, families, and students can prepare for the transition.
- [RPS Yellow Instructional Level A/B Hybrid Plan](#)
- [RPS Red Level Remote Learning Plan for Families](#)

Student Roles and Responsibilities

- Establish a daily routine for learning engagement.
- Identify a space in your home where you can do your best work.
- Charge your technology device at night and during breaks in learning.
- Identify a space in your home where you can participate in face-to-face online learning. Make sure to sit at a table and wear school appropriate attire.
- Monitor communication platforms Seesaw (PK-4) and Google Classroom (5-12), and your student email accounts daily.
- Engage in all learning with academic honesty.
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support.
- Follow District procedures for technology device care.
- Have materials ready for each course/subject nearby when working on your device (text, pencil/pen, binder, notebook, etc.).
- Find ways to play and be physically active at home.
- Talk with someone you trust about how you are feeling.
- Limit your time on social media.
- Use a timer/alarm to help you be on time for class/school.
- If learning from home, turn off other technology (television, phone, video games, etc.).

Parent Roles and Responsibilities

- Establish routines and expectations for your child’s learning.
- Work with your child to find a space to learn at home.
- Monitor communication from your child’s teacher.
- Check-in with your child at the start and end of the school day.
- Establish times for your student(s) to engage in play, physical activity, and/or exercise.
- Talk with your child about how they are feeling.
- Find ways to help your child be social while setting limits on social media.
- Help your child learn how to set timers or alarms on a clock, watch, phone, or another device.
- Turn off other technology (television, phone, video games, etc.) when your student(s) are learning from home.

For questions about...	Contact
a course, assignment, or resource.	the course instructor
a technology related problem or issue.	building media specialist
a personal, academic or social-emotional concern.	the relevant teacher or your assigned counselor
a special programming issue or concern.	The Special Education (SPED) teacher The English Learner (EL) teacher The High Ability Learner (HAL) teacher The Elementary Reading Specialist

General Guidelines and Practices for 2020-2021 Learning Plans

Attendance	<ul style="list-style-type: none"> ● Schools will track attendance during face-to-face instruction.
Feedback	<ul style="list-style-type: none"> ● Staff will work to respond to family and student emails within 24 hours during the school week.
Asynchronous Learning “On-Your-Own Time”	<ul style="list-style-type: none"> ● Students will complete on-your-own or independent work by the due date indicated by the teacher. Students are encouraged to communicate with the teacher if they are not able to reach this deadline due to a health emergency. ● Students are encouraged to communicate with their teachers if they need additional support with an offline assignment.
Grading	<ul style="list-style-type: none"> ● In general, formative assessments will be posted within two school days with summative assessments being posted within three to five days. Certain assessments may require a longer grading time. ● Educators will use the normal grading scale for all learning plans.
Instruction	<ul style="list-style-type: none"> ● Instruction will follow the schedule provided by the District for the grade/content area. ● All assignments for the following week will be posted for K-12 students and emailed to parents (for elementary and middle school) on Monday morning. No

	additional assignments will be added. The teacher may adjust the assignment based on their assessment of student learning within the face-to-face sessions.
Online Learning Environment	<ul style="list-style-type: none"> • District supported platforms will be: Google Classroom (5-12) & Seesaw (PK-4th). • Each day, teachers will provide, pre-teach, and review clear and consistent expectations for the online learning environment. • The Student Code of Conduct applies to the virtual learning environment.
Synchronous Learning “Face-to-face”	<ul style="list-style-type: none"> • Educators will provide face-to-face learning during the identified timeframes following the RPS Learning Plans. • Students will have the opportunity to interact with one another and the teacher. • Educators will utilize Google Meet or Zoom for face-to-face, interactive video learning.