CMSD
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Back-to-School Checklist for Parents
TIPS FOR REMOTE LEARNING SUCCESS

✓ **Establish Good Morning, School Day and Good Night routines**

Just as you would do in a more typical school year, help your child establish their Good Night and their Good Morning routines. Work together to set and review set times for:

- Waking up
- Taking a bath or shower
- Going to bed

Like adults, children are comforted by routines. Parents and caregivers know better than anyone the time it takes for their children to wake up and eat breakfast or what routines best prepare them for a good night's sleep. Keep in mind that routines can still be flexible (e.g., bedtime is between 9:00 and 9:30 pm). The goal is to set a pattern of normalcy for your child's school day.

✓ **Create an appropriate learning workspace**

For remote learning, children will need a desk or table and chair, access to an electrical outlet to plug in or charge their device and hotspot when needed and space to keep school supplies, workbooks and other learning materials in one place.

VIDEO: CREATING A REMOTE LEARNING WORKSPACE

If your child will be participating in an academic learning pod or other out-of-home care facility during the school day, share these guidelines with the care provider and make sure you have a transportation plan in place.

✓ Work with your child to create a school-day schedule

In addition to establishing Good Morning and Good Night routines, create set times that align with your child's remote learning schedule so they get into the habit of waking up, eating breakfast and gathering their materials to prepare their workspace to start class on time.

- Review the schedule provided by your child's school. If your child is unable to participate in the school day schedule provided by your school, create an alternative plan to complete the scheduled work when it is more convenient.

- Review the Student Attendance Guidance for additional information about notifying your child's teacher in the event of absence and how attendance is taken and reported when the student misses the teacher-led class and attends a recorded video of that class.

- In setting the school day schedule, set appropriate times for lunch and snack breaks and for homework that aligns with your child's class schedule.

VIDEO: CREATING YOUR CHILD'S SCHEDULE

FLIER: SAMPLE SCHOOL SCHEDULES

VIDEO: UNDERSTANDING THE STUDENT COURSE SCHEDULE IN SCHOOLOGY

✓ Ensure your child is able to log on to Clever and access *Schoology*

VIDEO: CLEVER LOGIN

FLIER: CLEVER LOGIN GUIDE

✓ Review the Remote Learning Attendance Guidance with your child

Keep in mind that your child will not be attending classes on a computer screen for five straight hours. Instead, there are two types of attendance:

- Attending scheduled remote learning classes in Schoology, which will be staggered throughout the day, and

- Completing homework, which, in Remote Learning, will also count as attendance.

✓ **Help your child determine when he or she will complete the asynchronous homework**

You know your child best. Does he require the structure of completing the assignments as part of the scheduled class time? Perhaps she does better by having several brain/stretch breaks and then tackling assignments all at once in the evening. For example, a sixth grade student may be scheduled for English from 8:30 am - 9:20 am. What your child may actually experience is a face-to-face class with his teacher from 8:30 am - 9:00 am and receive an assignment that he may work on from 9:00 am - 9:20 am or complete at a later time in the day.

FLIER: ATTENDANCE GUIDANCE

✓ **Establish a meal plan pickup schedule (if you have chosen to participate)**

If you have not chosen a meal plan but would like to, complete this Family Care Plan survey to indicate your meal plan and your preference for a pickup location.

FLIER: MEAL PLAN INFORMATION

LINK: FAMILY CARE PLAN SURVEY

✓ **Create a parent access account for Clever so that you are able to monitor and support your child's work**

FLIER: CREATE A CLEVER ACCOUNT

✓ **Create a 'snow day' plan for any time when your Internet or device does not work**

Low-tech learning packages are available at your child's school and can be picked up during meal pick-up hours (10:30 am - 2:00 pm). Your child's teachers will also be providing lessons for your child to use if you encounter a technology problem.
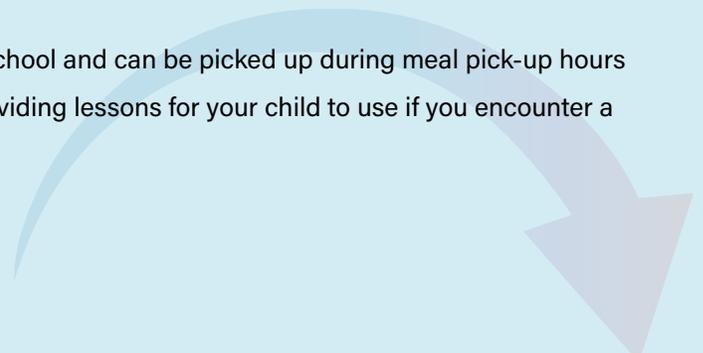
✓ Establish an agreed-upon time and method for staying in touch with your child's teacher(s)

- Keep in mind that children will not have synchronous classes on Wednesdays; each Wednesday will be an asynchronous homework day so that teachers can provide extra tutoring or small group instruction, can hold office hours for students or parents who need to reach them and so that teachers have time to communicate with parents.

- If your child has an IEP, your child's intervention specialist will review the IEP with you to ensure that we can support your child's learning goals in the remote learning environment,

✓ Review and keep these resources handy

VIDEO: HOW TO MOTIVATE MY CHILD TO PARTICIPATE IN REMOTE LEARNING

FLIER: HOW TO REPORT AND ADDRESS A CONCERN ABOUT YOUR CHILD'S EDUCATION

FLIER: HELPFUL TELEPHONE NUMBERS