



Opt Out for Distance Learning Checklist for Teachers & Families

This checklist will be available to both teachers and parents as we get oriented to this new learning format.

- Teachers will prep items to go home with the parent; communicate when they will get them.
- Discuss screen time preferences versus completing independent work packets.
- Review the daily/weekly schedule with the family. Discuss where to find updates.
- Confirm that everyone is ready to receive livestreaming:
 - Discuss sending/accepting calendar invites
 - Teachers will use the 'repeat' setting when appropriate
 - Teachers will send calendar invites via student email address
 - Student emails/passwords will be available during Meet the Teacher/Classroom Visits
 - See page 14 of the [Eagles360 Program Guide](#) for additional requirements and suggestions.
- Important forms to discuss (*both will be sent to families in the Collegiate Connection on August 21, 2020*):
 - Opt Out Feedback Form – to reduce classroom interruptions and to help us track challenges, we ask that parents use this form to notify us of concerns or suggestions.





- Learning Format Request Form – to switch back to On Campus Learning, parents will need to complete this form and provide three days-notice, when possible, for teachers to have adequate time to prepare.

Technology:

- If a student is using a Topeka Collegiate device, technology support is available to them. See the Technology Helpdesk Handout.
- For students in Kindergarten through Second Grade, families will need to request a device, if needed.

All students learning from home will get the additional benefit of:

- Wellness Class with Ms. Arnold, weekly, with other students (two grade levels per class). The schedule for this will be provided during Classroom Visits.
- A one-on-one call with homeroom teacher, weekly, to be scheduled by the teacher.
- Virtual recess and socializing, when possible. Discuss with the teacher.

To help manage classroom engagement, a daily or weekly buddy will be assigned to each student learning from home to help monitor the chat box/questions.