

Hmong College Prep Academy Roles and Responsibilities in Distance Learning

Student	Families	Teacher	School/District Leaders
<ul style="list-style-type: none"> ● Take ownership of learning ● Log in and participate in synchronous classes ● Follow the daily schedule, as best as possible ● Complete independent assignments and submit them by deadlines ● Communicate regularly with teachers ● Advocate for personal needs and additional support when needed ● Follow the Warrior Code and respect self, others, and the community by being a responsible digital citizen. 	<ul style="list-style-type: none"> ● Prioritize the safety and well-being of family ● Monitor and support student participation in distance learning and assignment completion ● Review communications from HCPA and teachers to understand the available support and expectations for your student's distance learning ● As best possible, create a quiet space in the home to support student work ● Hold your student accountable to actively engage in their learning ● Advocate for your student's needs ● Support your student with technology usage (as appropriate) 	<ul style="list-style-type: none"> ● Design and deliver grade-level instruction via appropriate media ● Monitor, grade, and provide feedback on submitted student work and maintain records ● Facilitate virtual discussions and collaborative opportunities for students ● Support students and families through individual/small group check-ins via phone and video conferencing. ● <i>K-5 Teachers and 6-12 CP:</i> Serve as primary point of contact at school for social, emotional, and instructional needs of their students. ● <i>Special Education and ELL:</i> Ensure access to general education curriculum and the opportunity to make progress on IEP goals/English Language Proficiency. ● <i>Intervention Specialists:</i> Provide students with data-driven small group instruction to make progress toward grade level standards. 	<ul style="list-style-type: none"> ● Design and lead a district-wide plan that puts the safety and well-being of students, families, and staff first ● Support families by providing resources to assist with technology, food, health and safety. ● Manage instructional delivery systems and support teachers in lesson design and delivery ● Coordinate with community organizations and resources to support children and families ● Monitor attendance, assignment completion by students, and resulting data ● Ensure compliance with all legal considerations ● Establish structures for virtual collaborative planning, coaching, and support