

## Roles and Responsibilities of Parents

### Roles and Responsibilities – Parents

It is important for parents and students accessing our various virtual learning sites across schools, teachers, grade levels, departments, and content areas to have consistency in the process. The process for navigating to a teacher's emergency **Extended Learning** page (for at-home instruction) is as follows:

Visit the school website -- Faculty -- (select the teacher) – Extended Learning tab (or content is located directly on teacher's homepage).

Support your child in their learning process by:

- ✓ Monitoring OPS updates sent via phone blasts, Class Dojo, Remind, Google Classroom, district website, etc.
- ✓ Checking in with your child daily about the At-Home/Virtual Learning tasks, activities, and assessments that they are working on
- ✓ Encouraging adherence and attendance in the At-Home/Virtual Learning check-in times offered by each of your children's teachers
- ✓ Designating a place and time where your child will work independently on his/her assigned tasks
- ✓ Asking your child to provide a brief summary of the learning he/she is engaging in for each class to ensure their understanding of the content
- ✓ Asking your child about their deadlines and supporting them, as needed, in submitting assignments in accordance with the established deadlines
- ✓ Helping your child manage logs to document progress on assignments and lessons
- ✓ Reminding your child to contact/email his/her teachers if they have any questions
- ✓ Remaining in communication with your child's teacher(s) via email, Class Dojo, Remind, etc.

#### **Additional Supports:**

Directory to Contact School Guidance Counselors & Social Workers (Social Emotional Supports/Trauma), Nurses (Medical), and Child Study Team Members (Special Services):

- ✓ <https://www.orange.k12.nj.us/Page/24120>

#### **Office Hours/Virtual Support provides access to:**

- ✓ Administrators
- ✓ Teachers/Paraprofessionals
- ✓ Technology Coordinators
- ✓ Child Study Team
- ✓ Guidance Counselors/Social Workers
- ✓ Nurses
- ✓ Secretaries



## Roles and Responsibilities of Students

### Roles and Responsibilities – Students

Student responsibilities include:

- ✓ Identifying a comfortable and quiet space to study/learn
- ✓ Dedicating appropriate time to learning, as guided by your teachers
- ✓ Routinely checking appropriate Google Classrooms and emails for information on courses, assignments, and resources, on a daily basis
- ✓ Attending and participating in any check-in times offered by your teachers
- ✓ Engaging in the virtual platforms with academic honesty, integrity, and according to the district's Acceptable Use Policy
- ✓ Submitting all assignments in accordance with provided timelines and/or due dates

If you are having technical difficulty accessing the assignments, please contact your schools' Technology Coordinator for support as follows:

#### Tech Coordinator Email Addresses:

Cleveland/Scholars  
Forest/STEM  
Heywood/Newcomers  
Lincoln  
OPA  
OHS  
Oakwood/OECC  
Park  
Rosa Parks

[plaisine@orange.k12.nj.us](mailto:plaisine@orange.k12.nj.us)  
[irvingna@orange.k12.nj.us](mailto:irvingna@orange.k12.nj.us)  
[stjeanan@orange.k12.nj.us](mailto:stjeanan@orange.k12.nj.us)  
[mitcheom@orange.k12.nj.us](mailto:mitcheom@orange.k12.nj.us)  
[phippste@orange.k12.nj.us](mailto:phippste@orange.k12.nj.us)  
[budhuber@orange.k12.nj.us](mailto:budhuber@orange.k12.nj.us)  
[lloydlin@orange.k12.nj.us](mailto:lloydlin@orange.k12.nj.us)  
[harlemde@orange.k12.nj.us](mailto:harlemde@orange.k12.nj.us)  
[vaughaty@orange.k12.nj.us](mailto:vaughaty@orange.k12.nj.us)

