TRECA

Learning Partner Guide

Each student requires a Learning Partner to assist with daily and regular tasks associated with their schoolwork. Use this document as a guide for how to best support your child.

<table>
<tr><th>Grade</th><th>Assistance Time Required</th><th>Ways To Assist</th></tr>
<tr><td>K-1</td><td>4-6 hours per school day</td><td rowspan="2">Learning partners must assist students by setting up a quiet workplace for students at home. They should communicate regularly with teacher(s) and staff regarding questions or concerns.

Regular Tasks:
1. Oversee scheduling of 5 hours and 10 minutes of attendance per school day.
2. Read and respond to all emails.
3. Prepare resources needed for your student to complete assignments (print worksheet, gather supplies, etc.).
4. Scan completed work and submit it to the teacher.
5. Ensure your student logs on to all live sessions on time.
6. Check your student's progress and monitor student grades by viewing the "Grades" page in Brightspace.
7. Log offline time in the Evolve Portal.
8. Motivate and encourage your child! Celebrate milestones when your student completes a week or block of work.

*By 3rd grade, students should be given the opportunity to work more independently. Allow them to submit to a dropbox or quiz on their own to see if they are ready for more responsibility. Work closely with the teacher to determine when more responsibility can be given.</td></tr>
<tr><td>2-3</td><td>3-4 hours per school day</td></tr>
<tr><td>4-6</td><td>2-3 hours per school day</td><td>Learning partners must assist students by setting up a quiet workplace for students at home. They should communicate regularly with teacher(s) and staff regarding questions or concerns.

Regular Tasks:
1. Oversee scheduling of 5 hours and 10 minutes of attendance per school day.
2. Ensure your student is checking and responding to emails daily.
3. Ensure your student is completing all daily assignments in all courses from top to bottom.
4. Assist your student with submitting completed work.
5. Ensure your student logs on to all necessary live sessions properly and on time.
6. Check student grades and block progress on the "Grades" page in Brightspace at least once per week (check marks are not an accurate way to assess student progress).
7. Log offline time in the Evolve Portal.
8. Motivate and encourage your student! Celebrate milestones when your student completes a week or block of work.</td></tr>
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Grade	Assistance Time Required	Ways To Assist
6-8	2-3 hours per school week	Learning partners must assist students by setting up a quiet workplace for students at home. They should communicate regularly with teacher(s) and staff regarding questions or concerns. Regular Tasks: 1. Assist students with scheduling 5 hours and 10 minutes per school day to help them become more aware of the importance of time management. 2. Monitor grades by viewing the "Grades" page in Brightspace to ensure progress is being made. 3. Talk with your student about what they are learning in each class. Ask for specifics about the subject matter. 4. Communicate with the student's advisor at least once every two weeks about overall progress. 5. Ensure your student is reading and responding to email on a daily basis. 6. Log offline time in the Evolve Portal. 7. Motivate and encourage your child! Celebrate milestones when your student completes a week or block of work.
9-12	2 hours per school week	Learning partners must assist students by setting up a quiet workplace for students at home. They should communicate regularly with teacher(s) and staff regarding questions or concerns. Regular Tasks: 1. Assist students with scheduling 5 hours and 10 minutes per school day to help them become more aware of the importance of time management. 2. Monitor grades by viewing the "Grades" page in Brightspace to ensure progress is being made. 3. Talk with your student about what they are learning in each class. Ask for specifics about the subject matter. 4. Communicate with the student's advisor at least once every two weeks about overall progress. 5. Ensure your student is reading and responding to email on a daily basis. 6. Log offline time in the Evolve Portal. 7. Motivate and encourage your child! Celebrate milestones when your student completes a week or block of work.



**All students will need more assistance at the beginning of the school year as they become more comfortable with their new school environment. Parents/guardians will likely see their student's independence increase as the school year progresses, but frequent and ongoing supervision and support will still be required.*

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