

# Responsibility List

## Student

- **Arrive Prepared:** Come to class on time and be equipped with the necessary materials and technology.
- **Attendance/Participation:** Regular attendance and participation are required.
- **Class Etiquette:** Attend class from a quiet space. If you can hear conversations, televisions, etc., so can your peers and teachers.
- **Camera Usage:** Keep your camera on during class sessions.
- **Assignment Submission:** Please hand in all assignments promptly. Late assignments will only receive partial credit, and those submitted after one week will not receive any credit.
- **Proper Seating:** Be seated at a desk or table.

## Parent or Learning Coach

- **Distraction-Free Setting:** Please establish a space free from visual and auditory distractions. Students must not attend class in a noisy setting because it negatively impacts everyone in the classroom.
- **Technology Checks:** Ensure the student's technology functions correctly, including the camera and microphone.
- **Assignment Oversight:** To receive summaries, which include assignments, missing work, and announcements, you may request a [Guardian Account for Google Classroom](#).
- **Grades:** Branch's teachers update grades weekly. To see your student's grades, have them log into their Google Classroom account and share their grades with you.
- **Work Samples:** A student work folder is created in Google Classroom containing submitted assignments. During your monthly meeting with the HST, please share assignments from the folder along with other class samples your student may have.
- **Class Attendance:** Ensure your student attends the scheduled live sessions and inform the Branches Learning instructors about any attendance issues. Class recordings can be viewed and assignments submitted for full credit when the absence is excused.
- **Unexcused Absences:** Attendance is part of the student's grade. If there are two consecutive unexcused absences, the parent and HST will be notified.
- **Communication:** Address any concerns with your HST and the Branches Learning instructors.

- **Outside Class Support:** Please support your students with assignments outside of live sessions. Blue Ridge students can access two free hours of tutoring per month; tutoring can also be [purchased with student funds or private funds](#).

## Homeschool Teacher (HST) or Teacher of Record (TOR)

- **Communication Hub:** Serve as the primary contact for students and parents/learning coaches. If we can assist with anything, email [info@brancheslearning.org](mailto:info@brancheslearning.org), and we will be happy to help.
- **Assignment Oversight:** To receive summaries, which include assignments, missing work, and announcements, request a [Guardian Account for Google Classroom](#).
- **Accommodation Suggestions:** Offer guidance to the Branch's instructors or administration on necessary accommodations for students.
- **Work Samples:** Families can easily share work samples. A student work folder is available in Google Classroom, and when class assignments are submitted, they will automatically populate that folder. Students frequently have printed work samples as well.
- **Issue Resolution:** Address any concerns with Branches Learning instructors, escalating to administration if necessary.

## Branches Learning Teacher

- **Interactive Instruction:** Deliver engaging, standards-aligned lessons incorporating project-based learning.
- **Class Recordings:** Record all live class sessions.
- **Supplemental Learning:** Enhance learning with additional assignments and projects.
- **Grades:** Update grades weekly.
- **Attendance Monitoring:** Alert administration regarding any concerns about attendance.
- **Progress Concerns:** Alert parents and HSTs regarding any concerns about student progress.
- **Progress Reporting:** Provide mid-semester and end-of-semester updates on student performance.
- **Availability:** Be accessible for meetings during specified office hours.
- **Accommodations:** Offer reasonable accommodations for documented needs.