

## Responsibility List

Student success is a shared responsibility. The student, parent/guardian/learning coach, Homeschool Teacher (HST), and Branches Learning teacher each play an important role in ensuring that the student thrives in their classes.

### Student

- **Arrive Prepared:** Come to class on time and be equipped with the necessary class 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 teacher(s).*
- **Proper Seating:** Be seated at a desk or table.
- **Dress Code:** Wear clothing appropriate for a school environment.
- **Camera Usage:** Keep your camera on during class sessions with your face clearly visible. If you are not on camera, you may be marked absent.
- **Assignment Submission:**
  - Submit all assignments by the due dates. Late work will be subject to the course's late work policy as outlined in the course syllabus.
  - Unauthorized use of AI-generated content, plagiarism, or other forms of academic dishonesty may result in the assignment being rejected, a requirement to resubmit, or a grade of zero, in accordance with Branches Learning's Academic Integrity Policy.
- **Respectful Communication:** Use appropriate language in conversations and posts.

### Parent/Guardian/Learning Coach

- **Distraction-Free Setting:** Please establish a space free from visual and auditory distractions. *Background conversations, televisions, music, and other noise disrupt learning for everyone in the classroom.*
  - If the student is in a shared space, please provide noise-canceling headphones for them (you may wish to check with your HST to see if school funds can be used to purchase).
- **Technology Checks:** Ensure your student's technology functions correctly, including the camera and microphone. Students may be marked absent if they are not on camera.
- **Assignment Oversight:**
  - **Weekly Google Classroom summaries** are sent to parents/guardians and HSTs and include assignments, missing work, and announcements.

- **Weekly grade reports** are sent to students, parents/guardians, and HSTs. Parents can quickly see whether the student is meeting expectations or needs support.
- **Free Tutoring:** Students can access up to four hours of tutoring per month through Branches Learning. [Tutoring](#) is available for all ages and subjects.
- **School Week:** Due to a shortened school week, students have a reasonable amount of work to complete outside of live sessions. This enables them to meet grade-level standards.
- **Work Samples:** Parents/Guardians/Learning Coaches are responsible for providing required work samples to their HSTs. Students can log in to their Google Classroom accounts to share assignments.
- **K-5 Work Submission:**
  - Parents/Guardians of younger students may need to assist them with submitting their work on time in Google Classroom.
  - Timely submissions allow teachers to accurately assess student understanding and provide meaningful feedback.
  - Teachers prioritize grading current work out of fairness to all students.
  - Excessive late work negatively impacts student learning, course grades, and teachers' workload.
- **Class Attendance:** Regular attendance is required.
  - **Excused Absences:** If an absence is necessary, notify the Branches Learning instructor before class. Email addresses are available on our website (Course Syllabi and [Meet the Team](#)) or by emailing [info@brancheslearning.org](mailto:info@brancheslearning.org). Students with excused absences may watch the class recording and submit assignments for full credit in accordance with the course policy.
  - **Unexcused Absences:** Absences are not excused unless an adult notifies Branches Learning. Attendance counts toward the student's grade. After two consecutive unexcused absences, the parent/guardian and HST will be notified to discuss a plan to improve attendance and make up any missing work.
- **Communication:** Address concerns with your HST and Branches Learning teacher(s).
- **IEP and 504 Plans:** Branches Learning is happy to provide reasonable accommodations, such as extended time or shortened assignments. Parents/Guardians are responsible for sharing recommended accommodations. The sooner we receive this information, the sooner we can support the student.

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

- **Communication Hub:** HSTs serve as the primary contact for students and parents/guardians/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:**
  - **Weekly Google Classroom summaries** are sent to parents/guardians and HSTs and include assignments, missing work, and announcements.
  - **Weekly grade reports** are sent to students, parents/guardians, and HSTs.

HSTs can quickly see whether the student is meeting expectations or needs support.

- **Tutoring:** Students have access to [four free hours of tutoring per month](#) with Branches Learning.
- **Work Samples:** Parents/Guardians are responsible for sharing required work samples with the HSTs. Students can log in to their Google Classroom accounts to share assignments.
- **Accommodation Suggestions:** Remind parents to share accommodation information with Branches Learning. Offer guidance to our team on how we can best support your student(s).
- **Issue Resolution:** Address any concerns with Branches Learning instructors and escalate to administration if necessary.

## Branches Learning Teacher

- **Interactive Instruction:** Deliver engaging, standards-aligned lessons incorporating project-oriented learning.
- **Class Recordings:** Record all live class sessions.
- **Supplemental Learning:** Enhance learning with additional assignments and projects.
- **Grades:** Update grades weekly.
- **Attendance Monitoring:** Contact the parent and HST if a student has two consecutive unexcused absences. Alert Branches Learning administration about any unresolved attendance issues.
- **Progress Concerns:** Alert parents and HSTs regarding any concerns about student progress.
- **Progress Reporting:** Provide mid-semester and end-of-semester grade reports.
- **Availability:** Be accessible for meetings during working hours.
- **Accommodations:** Offer reasonable accommodations for documented needs.