**Elementary Staff Checklist for Remote Learning**

*This document will be updated regularly to help provide clarity and answer questions.*

* I have learned how and am ready to participate in a PLC team discussion (Google Hangout)
* I have learned how and am ready to use Google Classroom or Class Dojo as Learning Management systems.
  + <https://sites.google.com/eastmont206.org/eastmontonlineteachingresource/home>
  + <https://www.classdojo.com/remotelearning/>
* I have a plan for how I am going to individually contact each student weekly (email, phone, hangout, etc…).
* I know how to use \*67 when I call families to block my number.
* I know that I can send a whole group email by putting all addresses as a BCC (Blind Copy) so we are not sharing private email addresses with others.
* I have a day/time each week to connect with my entire class via Zoom / Hangout and have communicated that time to parents.
* I have learned how and am ready to upload videos to my Google Classroom or Dojo.
* I have learned how and am ready to use Zoom / Hangout to connect people together with voice and video.
* I have learned how and am ready to share my screen.
* My Classroom/Dojo instruction is ready for the first five days (week 1).
  + Weekly schedule of suggested routines/times shared in Classroom/Dojo and print
  + Reading
  + Writing
  + Math
  + Science or SS (can be integrated w/ELA)

**Staff Timeline for Remote Learning**

Week of 3/23-3/27

* 3/25All certificated staff - Meet with the team using Google Hangouts to discuss planning for instruction and which Learning Management System your team plans on using.
* 3/25 All certificated staff - Set up your Learning Management System and load students into it.
* 3/26 Classroom teachers contact all parents to ask:
  + 1. Do you have a device for students to access online resources?
  + 2. Do you have internet access?
  + 3. Do you know how to access Google Classroom/Classroom Dojo? If not, walk them through the process and give them passwords for any online resources and access to Google Classroom.
    - If they don’t have a device, but have internet, note the name and we will look into getting them a device. Let parents know that chromebooks can be checked out at each school site from 10am to 2pm on April 6th.
    - If the family does not have internet, please explain the process for getting paper/pencil materials at the lunch table site.
  + 4. Let parents/students know you will connect with them individually at least weekly. Some options are phone, email, Hangout, and Classroom/Dojo to provide support/feedback. (example: Email a student/parent and say “Just checking in with you to make sure everything is going well. Any questions?”) Updated 3/25/20. ~~Agree with parents on a time/method how you will communicate each week individually with each student.~~
  + 5. Communicate to parents when (day of the week/time) you will be presenting Zoom / Hangout interactive learning sessions (may be a pre-recorded video for K/1) updated 3/25/2020
  + 6. Communicate “digital office hours” for parents to reach out via email or video hangout.
* 4/6 All certificated staff - Complete the first week of lessons for students (digital and print) so it is ready to launch. (Updated 3/26/20)

Weeks of 4/6-4/10; 4/13-4/17; 4/20-4/24 and beyond

Suggested schedule/timeline for future weeks (Teachers can create their own schedule as needed). (Updated 3/25/20)

* Monday - meet with team to PLC, plan instruction, populate Classroom/Dojo with activities for the week, create print resources
* Tuesday - Zoom / Hangout/(may be a pre-recorded video for K/1) at a scheduled time, check assignments and provide feedback in Classroom/Dojo
* Wednesday - check assignments and provide feedback in Classroom/Dojo; digital office hours
* Thursday - check in individually with students (See above)
* Friday - check assignments and provide feedback in Classroom/Dojo
* Bonus ideas:
  + Consider uploading a morning video message each day or once per week
  + Consider adding mindfulness suggestions/ resource

If you have questions, please email and check the FAQ about Remote Learning: Kim Browning, Kristy Daley, and Greg Loomis (updated 3/25/2020)

