**Steps to Creating the Distance Learning Plan:**

Constant balance between preparedness and creating panic.

Informational Technology -

What needs to be in place for us to educate all students remotely?

Infrastructure?

Online resources?

Passwords?

We determined Google Classroom would be our main platform.

Needed to create google classrooms for K-2nd grade classes (already had 3rd - 8th).

Teachers -

Met in PLCs to set expectations, brainstorm, and share concerns.

1st Meeting -

Main questions:

What would you need to teach remotely?

What resources?

What skills/training?

What supports before and during?

Shared concerns, challenges and made plans to overcome them.

2nd Meeting - (Practical)

Checking in with who had made and uploaded videos, specific concerns. Worked through Epic and assigning of books, quizes, assessments, etc.

What we learned from PLCs -

Many available learning platforms already being used.

Online guides and resources for textbooks invaluable.

Epic, Mystery Science, BrainPop,

Have to unblock Youtube on student devices.

Remote learning looks very different for the different grade levels.

We could see who was worried and what they were worried about.

Invaluable brainstorming- trouble-shooting and strategizing

Main training needed was about video creation, uploading and google classroom for primary and intermediate.

What if CDC or Health Dept. says schools should cancel while we are on Spring Break

1. Note to parents. We are sending students home with everything needed for distance learning in case the CDC makes a recommendation while we are on break. If recommendation still effective after break - distance learning will start Monday, March 23rd.

Important Steps along the way….

Consulted with technology committee and school board.

Gained access to 15+ Distance Learning Plans from international schools already facing the crisis. Invaluable.

Technology committee members gave tips about platforms, access, etc.

Insight about parent expectations

Communication with parents throughout -

1st - Part of Friday message (awareness of situation)

2nd - Direct Letter - current safety precautions, avoid spread, we are creating a plan

3rd - St. Louis County announcement - plan for families impacted by St. Louis County case, Distance Learning Plan could be activated at a moment’s notice.

4th - Spring Break travel precautions (coming Wednesday before Spring Break)

Teacher input -

PLC meetings - we learned from teacher feedback.

We could see who was worried and what they were worried about.

Invaluable brainstorming- trouble-shooting and strategizing

Multi-faceted IT support -

Created ‘How-To” videos - available all the time

Met in groups with teachers to teach skills

Met one on one with teachers to walk them through learning the required skills.

\*\* Confirm teachers have bandwidth at home to upload videos \*\*