

**Preparedness Plan Recommendations**

**Student Checklist**

**Remember, you don’t have to do it all in one day.**

**Pace yourself.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Done?** | **Action** | **Deadline** | **Notes** |
| **X**  **-** | Establish a schedule/routine with healthy brain breaks | **l** | See sample schedules and brain breaks below  [Sample Schedules](https://drive.google.com/drive/folders/1ckYycaTosIH6hOr1pJd8FZmWI3O9SGN4?usp=sharing)  [Sample Brain break](https://www.youtube.com/watch?v=P-Tsq9RQiXg)  [Sample Brain break](https://www.youtube.com/watch?v=vKBz5UlwBm4) |
|  | Identify how to communicate with your teacher |  |  |
|  | Create a learning space with limited distractions |  |  |
|  | Review Canvas, iReady, and other online platforms or learning tools with your teacher |  | If you need a password, email your teacher  The platforms may be school specific |
|  | For grades 6-12: Check your email at least one time a day |  |  |
|  | For grades 6-12: Review Canvas or any other learning platform at least once a day |  |  |
|  | If you are stuck on a problem after you’ve attempted to solve it for 15 minutes, stop and check in with your teacher |  | Email or call your teacher |
|  | Check [www.hcde.org/coronavirus](http://www.hcde.org/coronavirus) for updates and links to helpful resources |  | Elementary Websites  Middle School Websites  High School Websites |
|  | Call your school if you need help. You can also call:   * HCS Hotline 423-498-5437 * Tech Support 423-493-0350 |  | HCS Hotline is for help with questions or connecting to your school  Tech Support: Troubleshooting issues with your Chromebook, technology or the website |
|  | Make sure you charge your device daily |  | Plug up before going to bed. |
|  | Watch HCS broadcast: WTCI TV @ 8pm on Mondays  Watch Facebook Live and Youtube: HCS Whole Child Wednesdays 2pm |  | [WTCI TV (PBS)](https://www.wtcitv.org/#page=schedule&day=20200321&provider=Broadcast)  [HCS Whole Child Wednesday](https://www.hcde.org/wcw) |
|  | Seniors - Class of 2020  Check in with your counselor and/or college and career advisor regarding any questions about graduation, interviews or changes.  Keep up with emails from Colleges or Universities. |  | Call your school to reach your counselor or advisor.  Email your counselor or advisor. |
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