

**Preparedness Plan Recommendations**

**Parents and Families Checklist**

* Contact your child’s teacher/school for an update if your home address, email address or phone number has changed since August. Thank you!
* Remember, it doesn’t all have to be done in one day. Pace yourself.
* It’s okay to be flexible.

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|  | **Action** | **Point Person** | **Notes** |
|  | Establish a schedule/routine including healthy brain breaks. |  | 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 child’s teacher and administrator. |  | Example: School website for teacher’s email address, Google classroom, Class Dojo, or school contact. |
|  | Designate a learning space with limited distractions. |  |  |
|  | Prepare student(s) with all learning materials and identify a space for storing materials. |  | Example: work packet (digital or paper) Chromebook, paper, writing tool, etc. Storing: backpack |
|  | Be patient and work as a family team |  | Change can be challenging. Patiently help students with school changes and ask students to help you with home changes/duties. |
|  | Acquire student’s email address, passwords and test access to District Portal for instructional resources and communication. |  |  |
|  | Assure device(s) are charged daily, available, and the internet is accessible. |  |  |
|  | Be prepared to use support lines when needed   * HCS Hotline 423-498-5437 * Tech Support 423-494-0450 |  | HCS Hotline: questions for teachers or leaders.  Tech Support: troubleshooting for Chromebook, technology or district portal. |
|  | 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) |

**Glossary**

1. Learning device- machine designed to support learning. Ex. Chromebook, iPad, computer, iPhone
2. District Portal- designed to provide easy and secure access to internet programs. Ex. Canvas
3. Brain break- mental breaks designed to help students stay focused. These breaks involve movement that carry blood and oxygen to the brain.

**Elementary Daily Schedule (sample)**

**\*\* Please check with your child’s school first before you create a daily schedule so you are on the same page. A teacher may offer daily core instruction and/or assignments to K-5 students based on the following guidelines:**

**30 minutes ELA/Reading Instruction**

**30 minutes Math Instruction**

**30 minutes Science and/or Social Studies Instruction**

**30-40 minutes Online Instructional Time (time on an instructional program, ex. iREADY)**

**20-30 minutes Independent Reading Time (reading on their own)**

**30 minutes Related Arts Instruction**

**20-30 minutes Social Emotional Learning Instruction** [**https://www.hcde.org/cms/one.aspx?pageId=29666758**](https://www.hcde.org/cms/one.aspx?pageId=29666758)

**10 minutes Brain Break samples:**

[**https://www.youtube.com/watch?v=P-Tsq9RQiXg**](https://www.youtube.com/watch?v=P-Tsq9RQiXg)

[**https://www.youtube.com/watch?v=vKBz5UlwBm4**](https://www.youtube.com/watch?v=vKBz5UlwBm4)

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| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **30 minutes** | **Breakfast** | **Breakfast** | **Breakfast** | **Breakfast** | **Breakfast** |
| **20-30 minutes** | **Social Emotional Learning** | **Social Emotional Learning** | **Social Emotional Learning** | **Social Emotional Learning** | **Social Emotional Learning** |
| **10 minutes** | **Brain break** | **Brain break** | **Brain break** | **Brain break** | **Brain break** |
| **30 minutes** | **Lunch/Outside** | **Lunch/PE** | **Lunch/Outside** | **Lunch/PE** | **Lunch/Outside** |
| **30 minutes** | **Free learning time** | **Free learning time** | **Free learning time** | **Free learning time** | **Free learning time** |
|  | **End of Day** | **End of Day** | **End of Day** | **End of Day** | **End of Day** |

**Middle/High School Daily Schedule (sample)**

**\*\*Please check with your child’s school first before you create a daily schedule so you are on the same page. A teacher may offer daily core instruction and/or assignments to 6th-12th grade students based on the following guidelines:**

**30-45 minutes ELA/Reading Instruction**

**30-45 minutes Math Instruction**

**25-45 minutes Science and/or Social Studies Instruction**

**25-30 minutes CTE instruction**

**25-30 minutes Independent Reading Time (reading on their own) Audible or print**

**25-45 minutes Related Arts Instruction**

**20-30 minutes Social Emotional Learning Instruction** [**https://www.hcde.org/cms/one.aspx?pageId=29666758**](https://www.hcde.org/cms/one.aspx?pageId=29666758)

**10 minutes Brain Break samples:**

[**https://www.youtube.com/watch?v=P-Tsq9RQiXg**](https://www.youtube.com/watch?v=P-Tsq9RQiXg)

[**https://www.youtube.com/watch?v=vKBz5UlwBm4**](https://www.youtube.com/watch?v=vKBz5UlwBm4)

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| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **30 minutes** | **Breakfast** | **Breakfast** | **Breakfast** | **Breakfast** | **Breakfast** |
| **30 minutes** | **Social Emotional Learning** | **Social Emotional Learning** | **Social Emotional Learning** | **Social Emotional Learning** | **Social Emotional Learning** |
| **30 minutes** | **Arts/Free learning time** | **Arts/Free**  **learning time** | **Arts/Free learning time** | **Arts/Free learning time** | **Arts/Free learning time** |
| **30 minutes** | **Lunch/Outside** | **Lunch/Outside** | **Lunch/Outside** | **Lunch/Outside** | **Lunch/Outside** |
| **10 minutes** | **Brain break** | **Brain break** | **Brain break** | **Brain break** | **Brain break** |
|  | **End of Day** | **End of Day** | **End of Day** | **End of Day** | **End of Day** |