

<b>CKSD Remote Learning Plan</b>	
<b>Prior to the First Day</b>	<b>Daily</b>
<ul style="list-style-type: none"> <li>● Order necessary technology</li> <li>● Set up Google Classroom</li> <li>● Create student schedules</li> <li>● Prepare learning activities</li> <li>● Create parent orientation materials</li> <li>● Plan and schedule orientation meetings</li> <li>● Create student syllabus</li> <li>● Create student procedures and expectations</li> <li>● Prepare student materials</li> <li>● Coordinate with Special Services teachers for support of students with special needs</li> <li>● Schedule materials/technology pick up</li> </ul>	<ul style="list-style-type: none"> <li>● Use Social Emotional Learning strategies as appropriate</li> <li>● Post engagement activity</li> <li>● Individual student/teacher communication</li> <li>● Check email during school hours and respond within 24 hours</li> </ul>
	<b>Weekly</b>
<b>First Week of School</b>	<b>Ongoing</b>
<ul style="list-style-type: none"> <li>● Materials pick up</li> <li>● Introductions via Google Meet</li> <li>● Review syllabus/expectations</li> <li>● Ensure student access to Google Classroom and other online resources</li> <li>● Placement/Diagnostic Assessments</li> <li>● Check-in with parents</li> </ul>	<ul style="list-style-type: none"> <li>● Administer and evaluate formative assessments as needed during learning of standards</li> <li>● Administer and evaluate summative assessments before advancing to new standards</li> <li>● Return student work with feedback and/or grade</li> </ul>