**district planning guide**

* Review district philosophy, mission, and beliefs
* Inventory learning platforms and tech tools that are currently used or commonly used with kids and stick with those
* Ensure that all teachers have access to/skill in using video conferencing and making videos
* Organize virtual faculty meetings:
	+ remind people that connecting with students and their families is the most important part
	+ model technology using computers, phones, tablets for video conferencing, agenda (Google slides, hyperdoc, frequently used apps)
	+ review pacing
* Suspend grading policies or modify appropriately
* Create a [Parent Quickstart Guide](https://lead4ward.com/images/schoolathome/gettingstarted/school_at_home_quickstart_guide_template.pdf)
* Create [Google doc](https://docs.google.com/spreadsheets/d/1G3nLLIKtJ23lG4lk5to6uBCxGYBUCBXCqbSR-qy6HVU/edit#gid=0) for data collection on technology access
* Set up [district/campus website](https://drive.google.com/drive/folders/1qB_6uWeczRg2TCNOg3kzP4myOBOVGc0K) for school@home
* Create [master schedule](https://lead4ward.com/images/schoolathome/gettingstarted/master_schedule.pdf)