**monday: make contact with every kid!**

As we begin school@home, we want to connect with all of our students. You have one major task for today and that is to **contact every student** in our district. The goal is two-fold:

* Reconnect with students and their parents
* Collect some information that we will need to get started

**Principals/Leadership Teams**

* Create [student info form](https://docs.google.com/spreadsheets/d/1G3nLLIKtJ23lG4lk5to6uBCxGYBUCBXCqbSR-qy6HVU/edit?usp=sharing) to collect technology data
* Review technology data
* Develop action plan for students without access
* Follow up with families not contacted

**Teachers**

* **Please enter all info onto the shared Google doc**
* **Call each student/parent**
	+ Self-contained teachers: contact your class
	+ Departmentalized teachers: contact your home room or advisory (if applicable) or 3rd period
* **Collect information**
	+ **SIBLING CHECK:** Before you start the call, find the student on the Google doc. If they have siblings (last name / same address), copy the details for each sibling. If you get to a student that already has their details filled in … still call and connect! But don’t feel like you must ask the same questions again.
	+ **Check In:** Reconnect with the student and family. Communicate that we are working on a way to stay connected and provide engaging learning.
	+ **Internet:** Ask about/record internet access at home.
	+ **Device:** Determine/record what type (smart phone, tablet, desktop, etc.), or if any, student has access to and if device is shared among siblings.
	+ **Email:** Verify parent(s) email address.
	+ **Other Needs or Questions:** Ask about/record other needs, ways we can help, their questions, etc.
	+ **Next Steps:** Let them know that we will have a virtual back to school on Friday (we will email video-conferencing directions) and we will connect with students each week with a learning plan.
* **Email each family**
	+ Create and send thanks for connecting email
	+ Invite to virtual back to school (Zoom or other video-conferencing platform)
	+ Include directions for downloading video-conferencing platform to smart phone/access on computer