school@home
connecting with kids - creating community

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 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

adapted from the work of Dr. Jill Siler, Gunter ISD

lead4ward