**wednesday: work on the plan**

Let’s begin to explore how we can engage our students remotely and begin our plan.

**Principals/Leadership Teams**

* **Schedule virtual faculty meeting** using video-conferencing platform
  + Review the [starting points document](https://lead4ward.com/images/schoolathome/gettingstarted/starting_points.pdf)
    - Instructional framework
    - Guiding principles
  + Develop and review the [master schedule](https://lead4ward.com/images/schoolathome/gettingstarted/master_schedule.pdf)
* **Overview the campus school@home** [campus website]
* **Review** [**Parent Quickstart Guide**](https://lead4ward.com/images/schoolathome/gettingstarted/school_at_home_quickstart_guide_template.pdf)

**Teachers**

* **Review** your plans from the first week of school
  + How could we use those same activities in a remote learning setting?
  + What would we adapt?
  + Make sure experiences are:
* Focused
* Fun
* Family Friendly
* **Create** **meet-up groups**
  + Organize students into groups of 5-6 (organize by friend groups when possible).
  + Assign a time for each group to connect.
* **Plan** **the first week**
  + Build a Google slide ([elementary](https://drive.google.com/open?id=1Rlqwe1UV75ErOKasGiSqVMiaL3Hix33yRL1MxFmdEVs) | [secondary](https://drive.google.com/open?id=1J4wy21NfqhOkEaptYrY_NaeFKbF1xqbk5rWBRcdcXEw)) with a video to explain the expectations for your content area
  + Consider ways students can post their work in a collaborative environment.
  + Send your slide to your team leader or principal.