
Planning for Remote Learning at Home



Set Up a Daily Schedule Based on Your Child's Age

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
PreK	20 minutes/day	60 minutes/day	3-5 minutes
K	30 minutes/ day	90 minutes/day	3-5 minutes
1-2	45 minutes/day	90 minutes/day	5-10 minutes
3-5	60 minutes/day	120 minutes/day	10-15 minutes
6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class
9-12	Class: 20 minutes/day Total: 120 minutes/day	Class: 45 minutes/day Total: 270 minutes/day	1 subject area or class





BEFORE LEARNING

	Wake up
	Eat breakfast, take a shower, brush your teeth and get dressed for the day
	Prepare your learning environment and space for comfort and productivity (free from extra distractions and other siblings)
	Set up your charged device; login
	Open the platform your teacher will be teaching from (Schoology, Google Classroom, Seesaw, Smore) - login
	Check your parent or school district email. Review your teacher notifications and directions - read any learning activity/course announcements. Record your learning activities or assignments
	Record a time management plan on paper. Use your school planner to organize your day. <ul style="list-style-type: none">○ Complete assignments in order (your usual school day routine)○ Complete most challenging assignments first○ Complete least challenging assignments first○ Some other approach that works best for you
	Bring a water bottle or glass of water to your work space



DURING LEARNING

	Begin your assignments in the order as outlined by your teacher, or follow the management plan you developed before learning
	Ask questions of your teacher(s) using the communication tool provided.
	Maintain your pace for learning and interacting with the activities and assignments
	Take Brain Breaks, shift from planning to doing, S-T-R-E-T-C-H, eat a snack or Lunch, wash your hands

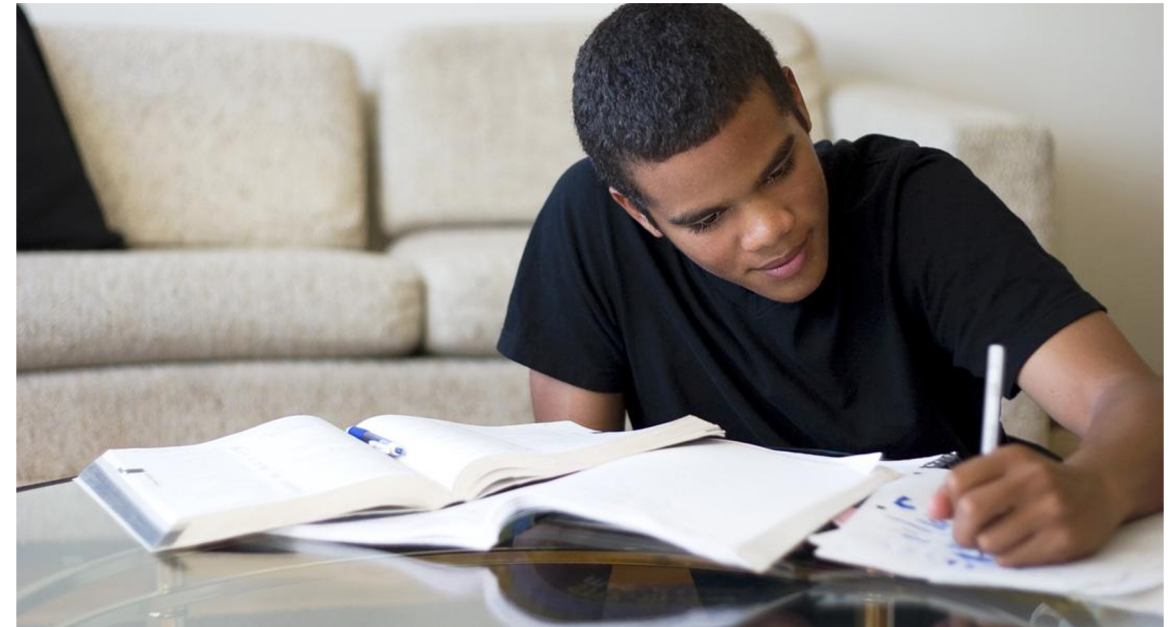
AFTER LEARNING

	Submit your assignments to your teacher(s)
	Plug in/Charge your device for the next day of learning
	Clean up your work space. Put your materials away for the next day
	Revisit your time management plan. How did it work for you? Do you need to revise your plan?
	Self evaluate and reflect on the experience learning from a distance. Look in the mirror; smile; say you are proud of yourself and pat yourself on the back!
	Share your learning with someone at home!

Create a Routine For This "New Normal"

OUR DAILY ROUTINE

7:30	BREAKFAST
8:00	MORNING WALK
9:00	GET READY & CHORES
10:00	SCHOOL WORK
11:30	ACTIVITY OR FREE TIME
12:30	LUNCH
1:30	QUIET TIME
2:30	TV OR TECH TIME
3:30	OUTDOOR PLAY
4:30	FREE TIME
5:30	DINNER



Sample Daily Schedule to Consider

A predictable daily schedule is important to support student well-being.

Before 9:00 am	Wake-up, breakfast, get dressed, prep for the day
9:00 am - 9:30 am	Morning Movement/Exercise
9:30 - 10:30 am	Academic Time
10:30 - 11:00 am	Creative Time
11:00 - 12:00 noon	Family Free Choice
12 noon - 12:30 pm	Lunch
12:30 - 1:30 pm	Academic Time
1:30 - 2:00 pm	Chore time/Quiet Time/Independent Time
2:00 - 2:30 pm	Academic Time
2:30 - 3:00 pm	Creativity and Movement
3:00 - 4:00 pm	Afternoon Fresh Air
4:00 - 5:00 pm	Free Choice
5:00 - 8:00 pm	Dinner, Family Time, Bedtime



Suggestions for Additional Activities				
Mind	Body	Sprit	Environment	Family
<ul style="list-style-type: none"> • Reading, e.g., independent reading, listening to someone else read, audiobooks • Puzzles, Word Searches • Write a story or in a journal • Count money • Draw a map of your neighborhood • Building with blocks or Legos • Listen to a podcast • Watch a documentary 	<ul style="list-style-type: none"> • Take a walk • Dance • Exercise • Fine/gross motor activities • Stretch or do yoga • Play a sport 	<ul style="list-style-type: none"> • Listen to music or sing • Playing (inside or outside) • Creative arts • Coloring or drawing • Imaginative play • Meditate • Do something you've been avoiding 	<ul style="list-style-type: none"> • Clean up your room • Do age-appropriate chores • Gardening • Fix something broken • Take care of pets or plants • Cook or bake 	<ul style="list-style-type: none"> • Write a letter to someone • Play board games with a family member • Tell jokes or riddles • Build a fort and tell stories in it • Offer to help someone



Example Responsibilities This is not an inclusive list of recommended responsibilities. Responsibilities should be appropriate for the context.	
District Responsibilities	<ul style="list-style-type: none"> • Develop thoughtful, accessible remote learning plans using stakeholder input, when possible. • Support schools in planning and implementing remote learning plans. • Help schools identify needed resources in the community (academic, health, social, emotional).
School Responsibilities	<ul style="list-style-type: none"> • Implement remote learning plans • Communicate regularly with all stakeholders. • Support teachers in planning and implementing remote learning plans. • Help families find needed resources in the community (academic, health, social).
Teacher Responsibilities	<ul style="list-style-type: none"> • Make remote learning activities available in a timely manner. • Be available at scheduled times to answer student/caregiver questions. • Provide timely feedback on student work. • Communicate regularly with students. • Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure. • Provide regular feedback to students on progress related to learning activities.
Student Responsibilities	<ul style="list-style-type: none"> • Review assigned work. • Complete your assigned work by the due date. • Ask clarifying questions when you need help or don't understand • Be respectful to yourself, teachers and peers.
Parent/Caregiver/ Family Responsibilities	<ul style="list-style-type: none"> • Review work assigned to the student. • Reserve a space for students to complete remote learning work. • Encourage students to get enough sleep. • Set sensible time limits for technology use. • Talk to students about their work every day. • Help students establish and follow regular daily routines.



What if I have questions?

- School staff is there to support you and your children.
- First point of contact should be your child's teacher.
- If they cannot assist, reach out to school principal.

