



Preparedness Plan Recommendations

Parents and Families Checklist

- Contact your child’s teacher/school for an update if your home address, email address or phone number has changed since August. Thank you!
 - Remember, it doesn’t all have to be done in one day. Pace yourself.
 - It’s okay to be flexible.

	Action	Point Person	Notes
	Establish a schedule/routine including healthy brain breaks.		See sample schedules and brain breaks below Sample Schedules Sample Brain break Sample Brain break
	Identify how to communicate with your child’s teacher and administrator.		Example: School website for teacher’s email address, Google classroom, Class Dojo, or school contact.
	Designate a learning space with limited distractions.		
	Prepare student(s) with all learning materials and identify a space for storing materials.		Example: work packet (digital or paper) Chromebook, paper, writing tool, etc. Storing: backpack
	Be patient and work as a family team		Change can be challenging. Patiently help students with school changes and ask students to help you with home changes/duties.

	Acquire student's email address, passwords and test access to District Portal for instructional resources and communication.		
	Assure device(s) are charged daily, available, and the internet is accessible.		
	Be prepared to use support lines when needed <ul style="list-style-type: none"> • HCS Hotline 423-498-5437 • Tech Support 423-494-0450 		HCS Hotline: questions for teachers or leaders. Tech Support: troubleshooting for Chromebook, technology or district portal.
	Watch HCS broadcast: WTCI TV @ 8pm on Mondays Watch Facebook Live and Youtube: HCS Whole Child Wednesdays 2pm		WTCI TV (PBS) HCS Whole Child Wednesday

Glossary

1. Learning device- machine designed to support learning. Ex. Chromebook, iPad, computer, iPhone
2. District Portal- designed to provide easy and secure access to internet programs. Ex. Canvas
3. Brain break- mental breaks designed to help students stay focused. These breaks involve movement that carry blood and oxygen to the brain.

Elementary Daily Schedule (sample)

**** Please check with your child’s school first before you create a daily schedule so you are on the same page. A teacher may offer daily core instruction and/or assignments to K-5 students based on the following guidelines:**

30 minutes ELA/Reading Instruction

30 minutes Math Instruction

30 minutes Science and/or Social Studies Instruction

30-40 minutes Online Instructional Time (time on an instructional program, ex. iREADY)

20-30 minutes Independent Reading Time (reading on their own)

30 minutes Related Arts Instruction

20-30 minutes Social Emotional Learning Instruction

<https://www.hcde.org/cms/one.aspx?pagelid=29666758>

10 minutes Brain Break samples:

<https://www.youtube.com/watch?v=P-Tsq9RQIXg>

<https://www.youtube.com/watch?v=vKBz5UlwBm4>

Time	Monday	Tuesday	Wednesday	Thursday	Friday
30 minutes	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
20-30 minutes	Social Emotional Learning	Social Emotional Learning	Social Emotional Learning	Social Emotional Learning	Social Emotional Learning
10 minutes	Brain break	Brain break	Brain break	Brain break	Brain break
30 minutes	Lunch/Outside	Lunch/PE	Lunch/Outside	Lunch/PE	Lunch/Outside
30 minutes	Free learning time	Free learning time	Free learning time	Free learning time	Free learning time
	End of Day	End of Day	End of Day	End of Day	End of Day

Middle/High School Daily Schedule (sample)

****Please check with your child's school first before you create a daily schedule so you are on the same page. A teacher may offer daily core instruction and/or assignments to 6th-12th grade students based on the following guidelines:**

30-45 minutes ELA/Reading Instruction

30-45 minutes Math Instruction

25-45 minutes Science and/or Social Studies Instruction

25-30 minutes CTE instruction

25-30 minutes Independent Reading Time (reading on their own) Audible or print

25-45 minutes Related Arts Instruction

20-30 minutes Social Emotional Learning Instruction

<https://www.hcde.org/cms/one.aspx?pagelid=29666758>

10 minutes Brain Break samples:

<https://www.youtube.com/watch?v=P-Tsq9RQIXg>

<https://www.youtube.com/watch?v=vKBz5UlwBm4>

Time	Monday	Tuesday	Wednesday	Thursday	Friday
30 minutes	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
30 minutes	Social Emotional Learning	Social Emotional Learning	Social Emotional Learning	Social Emotional Learning	Social Emotional Learning
30 minutes	Arts/Free learning time	Arts/Free learning time	Arts/Free learning time	Arts/Free learning time	Arts/Free learning time
30 minutes	Lunch/Outside	Lunch/Outside	Lunch/Outside	Lunch/Outside	Lunch/Outside
10 minutes	Brain break	Brain break	Brain break	Brain break	Brain break
	End of Day	End of Day	End of Day	End of Day	End of Day