

## Guide to Plan for Distance Learning

Delivering distance learning for an extended period of time is a new concept for most schools. When effectively delivering this, schools create an inside-out model to serve students. The roles of school staff change. Here are key steps to jumpstart your planning. More at [MREAVoice.org/covid19](https://MREAVoice.org/covid19)

### 1. Group Students by Learning Pathways

How you facilitate distant learning with younger students will be different than for older students.

Students, starting in grades 4, 5 or 6, and the related curriculum are adaptable to distance learning. PreK through grades 3 or 4 have different needs and parent engagement levels.

- At which grade does it make the most sense of your district to make split?
- What are the key learning tools needed for each?

### 2. Technology

First assess access to technology.

- Who has a device to use for learning at home?
- Who has Internet access to use for learning at home?
- How will you provide devices to students in need of them?
- How will you provide Internet access to students in need of it? (ie: Hot spots)
- Which online learning tools will students need access to? (ie: Google classrooms)

### 3. Learning Materials & Teacher Interaction

- How will you distribute learning materials to students online?
- How will you distribute and collect learning materials to students in person? (ie: Bus Routes)
- How will teachers interact with students each day?
- How can lesson plans continue to facilitate students to work together in small groups? (ie: Create a Google presentation remotely together on a specific topic).
- What content needs to be created to deliver this flipped model? What resources are now available?

### 4. Student Clusters

Informal clustering naturally happens within families, friends and neighborhoods with a school closure.

- What role does your school want to play in facilitating clusters to facilitate learning?
- Are there key groups that are higher priority to organize clusters?

### 5. Nutrition

- How could your school continue to provide meals to students in need? (ie: Grab & Go, Drive-Thru, Bus Deliveries)
- How could this be coordinated with learning activities?

### 6. Additional Support

- What are key groups that needs additional support or attention? (FRE, ELL, SPED, Lack Technology, PreK-3)
- How will you support them?

### 7. Training

Delivering education services remotely for an extended period of time requires a different roles and skills for students, teachers and parents. Consider how you will equip each before distance learning is needed while school is in session as well as in the event of a sudden school closure. What training will each of these groups need for your district to employ distant learning over an extended period of time?

- Students
- Teachers & Staff
- Parents (Consider parent needs of younger students vs. middle and high school students)

