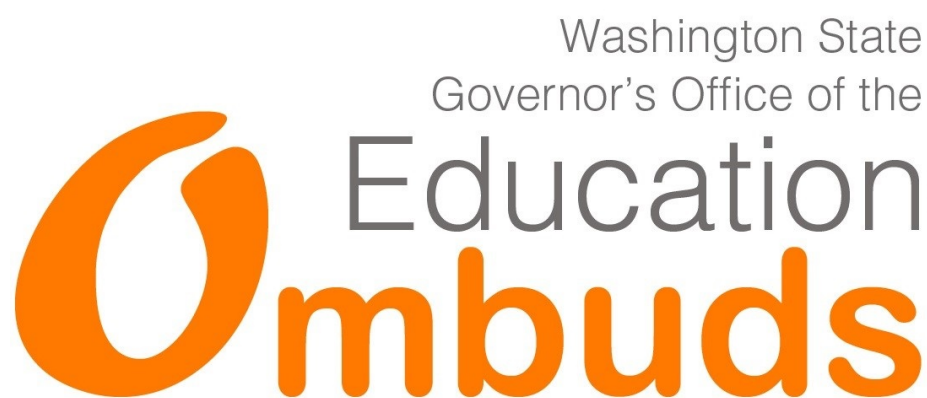## The Governor's Office of the Education Ombuds: Back to School Planning for Remote Learning

This list is for families and school teams to create plans together. Most families won't have all these things set up at home already, but schools should have some of these things ready to share and ideas for other community resources.

DONE	Basic Necessities	NOTES
	Safe Space for Learning	
	Comfortable place to sit	
	Desk or table	
	Limited distractions	
	Meals during the school day: Breakfast, lunch, and snacks	

DONE	Adult Support	NOTES
	Prepare and supervise school meals	Students will need different amounts of support just as families will be able to provide different amounts. What supports can teachers and schools provide remotely? When is in-person adult support needed? When and where is that available? ***How can the school schedule be built to match family resources and needs?***
	Keep on daily schedule (start classes, do independent work)	
	Set up device (tablet, computer, apps)	
	Support during live remote instruction, if needed	
	Support during independent work	
	Training for adults about how to provide learning and behavior supports during remote learning	

DONE	Learning Devices and Internet Connection	NOTES
	One device for each student	If the student doesn't have a device or reliable internet, consider other ways to communicate and exchange learning materials regularly, such as by phone, socially distant visits, pick-ups and drop-offs of materials, or mail.
	Microphone (for speaking) and speakers/headset (for listening)	
	Camera (to participate in video classes)	
	Keyboard, mouse, other adaptive equipment	
	Connection to High Speed Internet	
	Learning apps and programs loaded on device	Some districts may also be able to provide some in-person services if it is safe for the family, student, and staff.
	Accounts and passwords set up	
	Training for student and family on how to use each program	
	Tech support contact information for school or district	

DONE	Other School Supplies	NOTES
	Pen, pencil, paper	
	Printer and ink cartridges (if printing is required)	
	Art supplies	
	Science project supplies	
	Physical Education (PE) space for activity and supplies	

DONE	Plan for Individualized, Specialized Supports	NOTES
	Plan and meet to update IEP or Section 504 Plan	Plan in advance if your child receives supports for: special education; individual accommodations; English learners; additional assistance in reading, writing, math, or behavior; homelessness; and/or foster care. If it is safe for you, your student, and school staff, you may be able to include some in-person supports in the plan.
	Plan for delivery of English Language instruction (ELL)	
	Plan for delivery of Learning Assistance Program (LAP) supports (individual or small group supports for academics and/or behavior)	
	Plan for other specialized, individualized supports	

DONE	Communication Plan	NOTES
	Contact information for principal, school counselor, other key contacts	
	Plan for regular for check ins	
	Check-ins between teacher and student	
	Check-ins between teacher and parent/caregiver	
	Contact information for interpreter line and bilingual staff, if needed	
	Plan for school to provide translated information (including emails, text messages, schoolwork instructions), if needed	

DONE	Daily and Weekly Schedule	NOTES
	Visual schedule to post on the wall or refrigerator	
	Online schedule (to put in a calendar and set reminders)	
	Plan for specialized supports, such as special education, English Learner services, etc.	

DONE	Motivators and Rewards for Learning	NOTES
	Personal connections/relationships	
	Plans for building a connection between teacher and student	
	Opportunities for peer connections	
	Engaging, meaningful lessons and activities	
	Options for favorite activities or treats to celebrate completed work	

DONE	Mental Health Care for Student and Family	NOTES
	Activities to support mental and physical health	From the Washington State Coronavirus Response website: If you are experiencing excess stress due to COVID-19, call 833-681-0211 for support and resources. Visit the Washington State Coronavirus Response webpage with resources for mental and emotional well-being: https://coronavirus.wa.gov/information-for/you-and-your-family/mental-and-emotional-well-being
	Contact information for current mental health providers	
	Find phone numbers for each county's Mental Health Crisis Line at: https://www.hca.wa.gov/health-care-services-supports/behavioral-health-recovery/mental-health-crisis-lines	
	Contact information for school counselor and school mental health services	
	Any tools for social emotional learning that the school or district can provide	

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Interpretation Available. Email: oeoinfo@gov.wa.gov