BEFORE PROGRAMMING

- **TECHNOLOGY**
  - **Determine the best virtual platform for your context** (Zoom, Google Hangouts, etc.)
  - **If applicable, assign one staff member to be the tech point-person**
  - **Communicate any tech platform information (links, passwords) to key stakeholders**
  - **Use visual cues & signage for visual learners**

- **Preparation & Planning**
  - **Begin with the end in mind!** Determine your year-long learning goals - what do you want students to be capable of doing/bein as a result of your programming? Constantly ensure your activities aim to help students accomplish these learning goals & more!
  - **Use or create your own lesson plan template** that includes the theme or goal for that day
  - **Keep activity explanations short, digestible & exciting**
  - **Script out your engaging activity instructions into a step-by-step list**
  - **Use visual cues & signage for visual learners**
  - **Make day-of communication to confirm attendees have all relevant info**
  - **Ensure all your learners are being engaged**
  - **Consider offering incentives for participation, logging on in timely, etc. (check out page 23)**
  - **Consider developing supply kits that can be sent home to increase hands-on learning**
  - **Always come to class with charged devices & test your technology before each class!**

- **Setting the Tone**
  - **Create a welcoming online learning community (BPS)**
  - **Use gender-inclusive language, person-first language & captions**
  - ** Develop, foster, & maintain community guidelines & consider involving student voice**
  - **Model skills, activities, & expectations for your students**
  - **Build time into your lesson plan to demonstrate**
  - **Provide opportunities to matter: create & assign roles (timekeeper, chat monitor, norms keeper, etc)**

- **Virtual Programming (CASEL’s 5 SEL 3 Signature Practices Structure)**

  **Safety first: students can’t engage & learn if they don’t feel safe!**

  **Remember, consistent rituals & routines = foundation for safety**

  **Engaging Strategies**
  - **Make it culturally responsive (“Family” it, “Make it Social,” “Storify” it)**
  - **Make your time together fun!**
  - **Costumes, theme days, virtual field trips, cooking classes, storytelling**
  - **Host friendly competition**
  - **Online board games**
  - **Get moving!**
  - **Check out pages 14 & 15**
  - **Movement & theatre activities**
  - **Create opportunities for students to interact with each other**
  - **Allow students to tap into creativity (writing, drawing, songwriting, making video or social media content)**
  - **Use open-ended prompts**
  - **Embrace tangents or going off-topic rather than making students compartmentalize**
  - **Engage the community: inviting guest speakers broadens horizons & allows students to take charge of their learning**

- **Optimistic Closure (Activity)**
  - **Leave the group on an optimistic note: feeling connected, productive & inclined to return!**
  - **Respect & elevate the diversity & varied lived experiences of the entire group**
  - **Ensure that everyone’s voice is heard orally, in writing, or using other creative modalities**

AFTER PROGRAMMING

- **Adult Reflection**
  - **Reflection tool: did programming today meet my students’ social & emotional needs?**
  - **Ask: “Did I meet the learning objectives I stated in my lesson plan?”**
  - **Measure the vibe: what could have gone better? What went really well?**

- **Student Feedback**
  - **Consider making 1-on-1 wellness checks a part of your routine or community guidelines**
  - **Lean into why each student comes to your program - how does student motivation influence your culture & climate?**
  - **Engage in quick feedback-gathering to know if students enjoyed a particular activity (ex. Fist-to-0; Show me an Emoji; What’s your Weather Pattern, or prompts like “do a dance move to describe how you feel after that activity?” etc.)**
  - **Incorporate longer surveys to understand what students want more of & what they think could be better**

- **Family Engagement**
  - **Always lead with communication that is culturally-sensitive**
  - **Encourage & invite parents to attend virtual programming (ex. movie night, virtual field trips, career day, etc.)**
  - **Administer annual survey to families (parent/guardians) & incorporate feedback data into your continuous improvement plan**
  - **Consider making all your learners a part of your learning community (BPS)**
  - **If applicable, build a strong, consistent bridge with your school partner; maintain regular communication & expectations**

- **Prepare & Plan**
  - **Consider developing supply kits that can be sent home to increase hands-on learning**
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