

20-21 Remote Plan-LA JH/HS

Day Zero

1. Phone tree if we are at home.
2. Mass Email from Addie
3. Text from Addie
4. Begin contact tracing and contact all people 1 person removed.
5. Messages will be sent out by the district to families/communities
 - a. Safety Team has the messages
 - b. Transition to Remote Learning

Day 1

If we work from school or home: Is there an option to work from home; daycare needs?

- Staff meeting (whoever is affected by remote learning)
- 1st contact with students
 - Needs--Chromebooks/cords
 - Schedule time to come in and pick them up in 20-30 minute time slots
 - JH at the JH--7th at the front, 8th at the back
 - HS through front of HS
 - Confirm internet need
 - Meals
 - Meal pickup at the school at specific time
 - How many meals for each house
 - SEL Check-in with the students
 - How are you feeling about being out of school?
 - What are you worried about?
 - What part of remote learning is going to be easy/challenging?
 - What are you up to today?
 - Is there anyone else you would like to reach out to you?
 - Anything else you would like to share with me?
- Meet with team 20 and set daily schedule for staff and students
 - Live interaction times and plan for the remainder of the day
 - Don't forget lunch and time to get up and move around (brain breaks)
 - HECTOR matrix for remote learning
 - Video to students about your schedule and expectations
 - High School classes will meet at the times listed on the master schedule
 - Lives on MW for Srs. and Jrs.
 - Lives on TTH for Soph. and Freshman
 - Junior High classes will meet at the times listed on the master schedule
 - Follow the lesson plan we used last year.
 - Put lesson plans in the G. Classrooms
- Paras
 - help with meals
 - Contact IEP kids as Ms. Cumbie says.
- Impact Email to staff at end of day
- Dean of Students:
 - 1st Day of Remote Learning
 - Call each teacher (if out of the building)
 - Check on students (high flyers)
- Counselor
 - Send list of students and their "Person" from minute meetings so the staff knows that they might need to reach out.

If we work from school:

- No contact with staff in the buildings
- All communication via phone or meets or hangouts
- Entering School Protocol
- Faculty bathrooms--assigned by hallway in the HS and Boys and Girls for the JH.
- Lounge use--schedule a time???

Day 2 and Beyond:

Daily Operations:

- Contract time-7:30-4:15
- Live sessions with students--Outline expectations of the day/week and also do some sort of activity.
- Attendance
 - Staff: Same procedure as always! No Subs! Prepare as you would with a sub.
 - Contact students to let them know you are "absent"
 - Students: Attendance Track and Elisha puts in attendance at the end of the week.
- Grades: They will be in goodstar!!!!!! They will be counted as given!!!!
 - Cut date for grades at the end of the semester
 - ???Semester tests
- Meetings--Still have committee meetings as planned.
 - MTSS--do the research and come up with a plan within 2 weeks if long term remote.
- Advisory--Minute meeting once a week and data day once a week (with conversation)
 - Having an Advisory day? One day a week--Only contact was an advisor! Minute meetings, data day?? Could be different for JH and HS.
- Safety Team--Alerts/Notifications to Susan

Specific Job Descriptions

- Dean of Students
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- Counselor
 - Check in with each student you meet with regularly weekly