**GOALS OF THE PLAN:**

1. Support students academically during this unprecedented school closure, by providing supplementary material only (at this time).
2. Provide communication, flexibility, and balance for staff, students, and parents/guardians.
3. Acknowledge student effort and learning.
4. Be mindful of students and families who are experiencing illness, anxiety, and/or fear during this time.
5. Avoid large amounts of screen time given the long lasting physical, mental, and psychological impact that it can have on students and staff.

**PLAN:**

1. Remote learning will begin on **Monday, March 23rd**. ***\*THIS IS VOLUNTARY FOR ALL STUDENTS\****
2. Communication with students will be mainly via Canvas, however some teachers will use Google Classroom or other platforms. Daily lesson information and other course details will be communicated and posted on the teacher’s choice of platform. Eventually, all content will be delivered via Canvas. Now is a great time to become more familiar with the platform.
3. Teachers will take this opportunity to provide supplementary assignments, practice problems, text readings, etc… and/or host virtual “meetings”/check-ins with students.
4. **COVID-19 BELL SCHEDULE:**

**(Below is a general schedule to follow when providing review opportunities for students. We will continue to follow the 2019-2020 A/B- Day Schedule.)**

8:00 - 8:30 AM Homeroom “Check-in”

8:30 - 9:30 AM 1st Block

9:45 - 10:45 AM 2nd Block

11:15 - 12:15 PM 3rd Block

12:30 - 1:30 PM 4th Block

1:30 - 2:00 PM Homeroom “Check-in”

**(Aligning with this schedule, keep your same “planning” block to check in with team members)**

1. When using “Conferences” (in Canvas), teachers will “Enable recording for this conference” PLEASE NOTE – “Conference” recordings only last 7 days and cannot be downloaded. They can be recorded with screen recorder software (like Screencastify).
2. Teachers can communicate with students via Canvas (or other class platform) when a meeting is SCHEDULED for a class.
3. Supplementary material, practice problems, text reading, etc… can be provided to students using the schedule outlined in bullet 4, as a guide.
4. Focus will be on the following, as teachers and students adjust to this new form of delivery:
   1. Engaging students using supplementary and review material.
   2. Having students practice, discuss remotely, and/or apply learning.
   3. Having students review knowledge and skills in relation to learning.
5. Teachers will:
   1. Respond to all student and/or parent/guardian emails within 24 hours.
   2. Provide some form of simple feedback/comments on all submitted supplementary tasks.
6. Administrators, counselors, and support staff will provide assistance to teachers, students, and parents/guardians, as requested. See below assigned support staff for any necessary communications:
   1. 9th GRADE Dale Adair
   2. 10TH GRADE Yolanda Burnette
   3. 11TH GRADE Kristina Morgan
   4. 12TH GRADE Bridget Ritch

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| --- | --- | --- | --- |
| **COUNSELOR CASELOAD INFORMATION** | | | |
| **Last Names:** | **Assigned Counselor:** | **Last Names:** | **Assigned Counselor:** |
| A - CAL | Kelly DeAntonio | N-ROD | Heather Schiffman |
| CAM - EK | Lori DiPierno | ROE- S | Latricia Mills |
| EL - HAR | Kristilyn Ramos | T - Z | Jorris Edge |
| HAS - LEM | Mary Sartwell |  | Chasity Brooks |
| LEN - M | Chad Cable |  |  |

**Additional Reminders:**

1. This is a time to provide supplementary material and practice, based on previously introduced content only.
2. Do not ***require*** students to print anything nor submit any work.
3. Avoid assigning “busy work”.
4. Be creative with any optional work you post and consider options such as photos, document scans, etc. **\*\* Keep in mind that only review assignments are to be posted.**
5. Keep in touch with your department administrator.
6. Keep an eye out for struggling seniors.
7. Eventually, all content will be delivered via Canvas. Now is a great time to become more familiar with the platform.
8. We hope to get additional information about make-up work and assessments, semester exams, etc. Once that information is made available, it will be communicated.
9. Use the following site to access the CMS Instructional Continuity Resource Hub (**STAFF ONLY. DO NOT SHARE.):** **bit.ly/cmshub2020**