

Organizing suspension of face to face instruction

*Please review the checklist below and ensure each bullet is addressed

Communication

- Review and monitor Morning Meeting schedule
- Update school website to include Morning Meeting schedules, how and when to access teachers/staff and a time for daily office hours for administrators and other staff
- Cross-reference and correct student contact information in PowerSchool
- Maintain Wednesday meeting schedule for weekly, live virtual communication with school staff
- Post expected school schedule on the school's website for access by parents and families
- Send Robo call to parents outlining specific instructions for school suspension period
- Ensure contact information for all employees is updated in Peoplesoft
- Identify which staff members will answer the phones and address specific parent questions during suspension of classes
- Schedule regular online parent meetings and publicize on school's website

Materials

- Develop plan for materials distribution, exchange of materials and updates during suspension
- Determine which staff members will be onsite to assist families as necessary
- Verify all F2F and learning center students have access to either a CF or loaner device
- Identify time for technology issues to be addressed in-person at the school, prior to the opening of hubs

Instruction

- Verify all F2F teachers have completed the PD – Getting Started with Schoology and Getting Started with your Online Classroom
- Ensure all F2F teachers who have transitioned to fully online are utilizing Schoology and other technology platforms
- Ensure all students have received instructional materials for the instructional period
- Update and review schedules for AIs, Deans, SCF, Counselors, College Transition Advisors and Paras and continue to upload weekly
- Have all staff verify they can log in to TEAMS and the school's channel for student support

Operations

- Review plan for daily attendance review and monitoring
- Determine follow up process for students who do not log-in for class
- Determine communication plan for students with failing grades and/or poor attendance
- Organize process for daily virtual classroom visits
- Organize process for review of gradebook entries and grade distribution of teachers
- HS- Create a plan for monitoring and communicating with seniors and senior families