

INT Remote Learning Plan

Expectations

Administration

- Communicate with staff in regard to roles and expectations during remote learning
- Schedule and conduct team meetings (admin, TLT, LAT, RTI, content, staff, etc.)
- Monitor and support implementation of remote learning

Teachers

- Use Google Classroom, Zoom, or other virtual platforms (e.g., flipgrid, quizlet etc.) to facilitate learning
- Ensure you keep a log of your communication with students (e.g., comments in Google Classroom)
- All assigned work must address standards and SEL competencies already taught, using work that teachers know is accessible to their students.
- Post 1 assignment/week, aligned to standards already taught
- Assignments should include flexible due dates, taking into consideration the diverse needs of students
- Keep a record of students who do not submit work (e.g., record of submissions in Google Classroom)
- Provide feedback on student work
- Hold office hours with students, from 9:00 am to 12:00 pm, through large-group video or audio conference calls, 1:1 phone or video calls, email, work packets, projects, online learning platforms, and other resources to effectively engage with students
- Prepare lesson and resources for students, from 12:00 pm to 3:00 pm
- Attend weekly meetings (e.g., staff, content-team, TLT, LAT, RTI etc.)

Counselors

- Respond to students' counseling needs via Google Classroom (Guidance Counseling class)
- Conduct weekly Restorative Justice Circles through Guidance Counseling Google Classroom
- Communicate with students and parents as necessary
- Attend weekly staff meetings
- Hold office hours with students, from 9:00 am to 12:00 pm, through large-group video or audio conference calls, 1:1 phone or video calls, email, work packets, projects, online learning platforms, and other resources to effectively engage with students

Support Personnel

- Paraprofessionals and BBEs will be added as co-instructors in the classes where they will be assigned to provide support
- Follow the instructions provided by teachers
- Provide academic support to specific students as indicated by teachers
- Attend weekly staff meetings

Students

- Log in weekly to the Google Classrooms assigned
- Complete assignments posted
- Reach out to teachers/guidance counselors for clarification and support, as needed
- Reach out to teachers for additional work

SPED Services

- SPED services will continue to be provided according to the guidelines specified in the IEP documents.
- SPED paraprofessional will work closely with the student on IEP.
- SPED paraprofessional will reach out to students and family to ensure resources and support are in place.

INT Meetings

- **Admin Team Meetings**
 - Daily check-in
- **Weekly TLT Meeting**
 - TBD
- **Weekly Staff Meetings**
 - Mondays (2:00-3:00 PM)
- **Weekly Content-Team Meetings**
 - Monday (1-2PM)-Guidance/School Culture
 - Tuesday(2:00-3:00 PM) -Social Studies/ELA
 - Wednesday (2:00-3:00 PM)-ESL/SLIFE
 - Thursday (2:00-3:00 PM)-Science/Math
 - Friday (2:00-3:00 PM)-Spanish/JROTC