

Disaster Preparation- Instructional Plan

Instruction for the next two weeks (3/16 to 3/26)

- APEX is main tool
 - Tests are locked, teacher must be contacted to unlock
 - Packets and project passed out
- Students without computers must have access to work
 - Packets Mailed 3/13

Seniors

- Need to ensure they complete the path to graduation.

Paychex

- Staff must sign in and out
- 8am to 3pm

Teachers Zoom

- Must offer one Zoom session a day (30 minutes minimum)
 - Admin must be invited
 - Use student emails

Principal

- Daily meeting at 10

Staff Emails

- Emails are to be checked every 30 minutes.

Daily Attendance

- Daily Gem City staff meeting via zoom at 11

Daily Student Calls

- Must occur twice a week, during the next two weeks.
- Must be documented
 - How are they doing
 - Do they need anything for instruction
- Use a Google Phone number if needed

Helpdesk

- Email the helpdesk if students have technical issues

SPED:

- IEP's if due will occur via phone

Lunch

- Not offering

Other

- Larock Cancelled