2024/2025

Green Township School District Emergency Virtual/Remote Instruction Program

Instruction & Technology

Fully Remote Instruction and Assessment
- Teachers will use Google Classroom to communicate with families/students.
- Students will follow their regular schedules for an early dismissal day of school with the school day running from 8:15-1:00. Personalized intervention and enrichment activities will be offered to students from 1:00-3:00 pm daily.
- Teachers will ensure that students are able to join the Google Classroom via the Google Meet/ZOOM link in the event that a shift to remote instruction is necessary.
- Instruction will include a hybrid of live streamed synchronous instruction, asynchronous instruction, assigned work in the Google Classroom, and individual check ins with students from 1-3 pm daily.
- Student cameras must remain turned on during instruction unless an accommodation is provided.
- Student conduct online must be appropriate and respectful as consistent with in-person learning and each school's code of conduct.
- Lack of student participation will be addressed by staff phone calls and/or emails to parents to address the issues and be considered as part of the course grade.
- The district will work with staff and families who do not have internet access to provide a district issued hotspot. All students will be issued a district device.
- The technology staff is available to support students and staff with instructional technology assistance. Staff should submit technology work request tickets.
- Connectivity and accessibility will be provided for by the district to any students in need of devices or internet.

Attendance
- Attendance will be taken daily.
- The standard for attendance in fully remote instruction will follow the same standard as outlined in the student handbook.
- Attendance calls will be received by our usual procedure in the event that a student is ill and unable to participate on any given day.

Food Service
- All families will have the option of ordering daily lunch and breakfast. Free and reduced meals will be served daily.
- In the event that we utilize a fully remote schedule, Green Township will continue to distribute meals to students. Families will be notified of distribution locations and times through the district's messaging system and through frequent updates on the school's website.

Teacher Expectations
- Staff members are encouraged to familiarize themselves with our district online protocols and platforms.
- Lessons may be taught in a hybrid model of synchronous, asynchronous, and independent learning opportunities based upon the needs and abilities of the students in the class.

- Teachers will be requested to provide regular feedback to students and families on areas of strength, concern, or expectations for remote students.
- Teachers will be requested to monitor the success of the students and communicate with parents as necessary.
- Teachers will be requested to review expectations for digital citizenship with students throughout the remote period.

Paraprofessional Expectations
- Paraprofessionals who usually serve in physical classrooms supporting students and teachers may also provide support in the remote environment, especially for students with special learning needs, English language learners, and those that need additional support at home.
- Paraprofessionals may provide support during remote sessions.
- Paraprofessionals may support the classroom instruction by communicating with teachers, students, and parents in a remote format.

Administrator Expectations
- The administrator is expected to support the needs of all students and staff and ensure that instruction and learning is occurring in an efficient, consistent, and effective manner.
- During a period of remote instruction, the staff will be supported via time for planning, collaboration, and relationship building.
- Training will be provided to staff as necessary on areas of identified challenge in the remote environment.
- The administration will work to create clear, consistent messaging to all students, staff, and community members.
- The administrator will be open to feedback from a variety of sources throughout the period of remote instruction to allow for assessment of the experience from the perspective of students, teachers, and community members.

Communication and Family Engagement
- Communication is essential to our ability to function efficiently throughout the duration of our remote instruction period.
- Communication will occur via the district communication portal, district website, and virtual/remote meetings on platforms such as Google Meet and ZOOM.
- The district website will be updated frequently to provide current information and details about any emergent issues or revisions to our practices.

Continuity of Operations
- If remote/virtual school is required due to a school closure as a result of a health concern, the building will limit individuals from the public to enter the building beyond the locked vestibule area.
- Lunch distribution will occur via refrigerated containers in the vestibule area.
- Updates to the programming plans will be shared via the communication methods noted.
- All extracurricular activities, trips, athletic competitions and practices, and facility use events will be cancelled for the duration of the school closure.
- The facility will be maintained by essential staff during the period of closure.
- The staff will be staggered or assigned to specific areas of the facility to provide for safe

working conditions.

Special Learning Needs and Student Support Services
- All students with special learning needs will be additional supports to access the curriculum. Direct instruction, small group and individual remedial supports, and periodic check-ins will support the continued success of all students.
- Additional student support services will be provided remotely.
- The remote student management systems will be utilized to document IEP implementation including the training of services, student progress, as well as the provision of accommodations and modifications.
- Care managers will follow up with their assigned students via phone and email to ensure that services are implemented in alignment with the IEP to the greatest extent possible.
- Gifted and Talented Learners will be supported in the remote model of instruction with direct instruction, activities, and check-ins periodically scheduled.
- Response to Intervention – Tier 1 students will be provided with supports via the classroom teacher.
- Response to Intervention – Tier 2 and Tier 3 students will be provided with remote opportunities for supported instructional experiences with the interventionist teachers.
- Guidance support services will be provided to all students as needed to support mental health.
- Student support services (i.e., OT, PT, speech, CST, counseling, nursing) will be provided remotely, where feasible.
- Students will have their programs maintained to the greatest extent possible by their case managers, teachers, and support services personnel.
- There will be attention to supporting the students' needs via focused attention on communication between the parents, students, and teaching staff.
- All services and programs will be monitored and tracked to ensure that appropriate goals and objectives are addressed and monitored throughout the period of remote/virtual instruction.
- All meetings will be held in a remote forum for all students and families as necessary during the period of remote/virtual instruction.
- All assessments will be completed to the greatest extent possible in a timely fashion in person with appropriate safety measures in place. If this is not possible due to a public health emergency, the district will communicate the available options at that time to the parents to complete the required testing.

Maximize Student Growth and Progress Monitor
- All students will be progress monitored by their classroom teachers via instructional discussions, online assignments, and digital assessments.
- Students programs will be maintained to the greatest extent possible to maximize student growth.

Addressing English Language Learners Needs
- English Language Learners will be supported with their instructional supports in a remote model of instruction with direct instruction, activities, and check-ins periodically scheduled.
- The LEA will communicate with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information via email, phone, and Google Meet.
- The ELL students will be provided with alternate methods of instruction included

differentiation, access to technology, and strategies to ensure that ELLs access the same standard of education as non-ELL peers.
- Appropriate training for teachers, administrators, and counselors will be provided to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country.

Accelerated Learning Opportunities
- The district will continue to provide accelerated learning opportunities for students via our enrichment and honors level classes and differentiated classroom experiences.

Social and emotional health of students and staff
- The social and emotional health of our students will be monitored via in class discussions, via meetings, via emails, and via phone calls to check in with parents and staff. SEL learning experiences will be embedded in the instructional experience.

Title 1 Extended Learning Programs
- Title 1 programming would continue to occur during the 1-3pm one on one instructional time with identified interventionists.

21st Century Community Learning Center Programs
- The district does not currently offer these programs in person. There will not be any of these programs in the remote environment.

Transportation
- Transportation will not be provided while on remote learning.

Credit Recovery
- As a K-8 school, credit recovery is not generally an area of concern or focus. We support all students to meet grade level standards.

Additional extended student learning opportunities
- All extended learning opportunities will be conducted virtually.

Childcare
- The before and after care programs will be suspended until the school reopens.

Community programming
- The district does not currently offer these programs in person. There will not be any of these programs in the remote environment.

Essential Employees

Jennifer Cenatiempo	CSA	jcenatiempo@greenhills.org
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