



Dr. Subhas Mohan, Principal

Mrs. Neeta Ahmed, Assistant Principal

Mr. Luis Amaya, Assistant Principal

Ms. Clidege Pierre, Assistant Principal

**A.C. 12**  
**Date: Friday, May 8, 2020**  
**To: All Teachers, Guidance Counselors & Paraprofessionals**  
**From: Dr. Subhas Mohan, Principal**  
**Cc: Luis Amaya, Clidege Pierre, Neeta Ahmed**  
**Re: EPIC South High School Remote Learning Plan - Updated**

Remote learning has provided an opportunity for students and educators to remain connected and engaged with instruction while working from locations outside of the physical school environment. From the moment we started our remote learning journey, we have continued to invariably work out the kinks, sharing our daily learning's and provide an improved learning experience for our students. Students have embraced the distance learning experience particularly, the live interaction with you and their peers. It really does provide structure, a sense of comfort and normalcy given the extraordinary circumstances.

Many of you have adopted a myriad of methods to share content and support students with learning including using your professional discretion as to when to post resources for students. You have the flexibility to upload documents, provide feedback, give assignments by the beginning of the period and/or being live during the period as students are logged in to Google Classroom to provide assistance in completing assignments

Moving into our third and final marking period of the school year, below you will find the updated remote learning plan details.

### **Remote Learning Instructional Plan and Guidance for Staff:**

1. Google Classroom is our primary Remote Learning platform. Google Classroom is mandated as the hub to post assignments, instructions and discussion board posts. Assignments should be submitted through Google Classroom. Teachers should monitor student participation in activities, grade assignments and assessments, and provide timely feedback on work submitted by students.

2. All teachers *must* add all supervisors, deans, guidance counselors and paraprofessionals to all their Google Classroom sections.
3. In order to provide students with the organization and structure needed to assist with the management of their assignments, all classes will be shortened to twenty minutes. To the extent possible, this is our designated interaction time for, but not limited to, live classes, opportunities to provide students with mini-lessons, instructions on assignments, class or group discussions, assessments, time for students to work on group or individual projects. The updated School Designated Interaction Times is attached.
4. Additionally, 1:00 PM- 3:15 PM is considered flextime. This time may be used to grade assignments, give feedback regularly, update iOClassroom, assist students who need additional help on assignments, make phone calls to parents, answer emails, etc.
5. Students have reported difficulty with task and time management, therefore, in order to meet deadlines for larger, and more complex assignments, consider chunking assignments with daily due dates. Student engagement daily is expected for each of their classes.
6. Teachers are expected to account for attendance daily via daily interaction. Teachers must log their daily interaction with students during our designated interaction times and any other interaction times over the course of the day. Any interaction with a student during “office hours” can be used to update attendance as well (see below to define what is determined to be daily interaction according to the Department of Education).
7. Utilize the agreed-upon communication plan (**Kinvolved**) determined by the school daily (Monday through Friday during the contractual workday) to interact with families, account for attendance, and respond to messages from students and families in a timely fashion.
8. The following are examples of student engagement/interaction that can be used to account for attendance: • Student submission of an assignment • Student completion of an online assessment • Student participation in a Google Meet, an online forum, chat log, or discussion thread • Student-initiated phone call, email, and/or other digital communication or responses to teacher email. These interactions must be counted as attendance and updated in Kinvolved by 3:15 PM.
9. Communicate expectations to students and families about the instructional plan for the week, i.e learning objectives, required activities, assignments, links to resources, and assessments, along with any associated due dates.
10. Archive lesson and other instructional activities i.e, record the live mini-lesson, for students to access later and refer to as a learning resource.
11. In the event that a student interferes with any of the Remote Learning lessons, you are to notify the parent. Additionally, please notify Ms. Peresztegi and Mr. Amaya via an anecdotal on Skedula.
12. Ongoing communication with families and students regarding attendance and academic progress in a timely fashion is required.
13. For students who need additional support or enrichment, identify appropriate activities and assignments to the greatest extent possible.
14. Co-teaching pairs should plan appropriately to support their students’ needs.

15. Maintain ongoing communication with your colleagues who also serve your students (paraprofessionals, co-teachers, related service providers, counselors, the SBST team, etc.). Participate in professional learning opportunities remotely during the contractual work day.
16. Participate in IEP meetings (initial/reevaluation/three-year evaluations) remotely at the request of the school psychologist.
17. Monitor DOE email for guidance from supervisors and Central DOE. Forward messages to guidance counselors, administrators, and other school staff (e.g., parent coordinator) as needed, per the expectations of the principal.
18. Be prepared to engage in a school communication plan, which could include participating in virtual meetings with school administrators; respond to inquiries from school administrators in a timely fashion (Monday thru Friday during the contractual workday).

**EPIC SOUTH REMOTE LEARNING  
DESIGNATED INTERACTION TIMES**

<b>1</b>	<b>8:55 -9:15</b>
<b>2</b>	<b>9:17-9:37</b>
<b>3</b>	<b>9:39-9:59</b>
<b>4</b>	<b>10:01-10:21</b>
<b>5</b>	<b>10:23-10:43 Student Lunch</b>
<b>6</b>	<b>10:45-11:05</b>
<b>7</b>	<b>11:07-11:27</b>
<b>8</b>	<b>11:29-11:49</b>
<b>Flex time</b>	<b>11:51-3:15</b>

Teaching may look vastly different, however, the stakes are still high and we shall continue to innovate and provide the best possible learning opportunities given the current circumstances. Thank you once again for your sacrifice and dedication to EPIC South Community!

Be well, stay safe and healthy,

Dr. Subhas Mohan, Principal