



- **Grades 10-12:** Delivering core courses (Sciences, Mathematics, Social Studies and English Language Arts) and meeting outcomes of the provincial curriculum.
  - Teachers will assign an average of 3 hours of work per course each week and are expected to work with students and parents/caregivers. Teachers are to provide instructional support from 9-3 daily. Teachers are expected to sign in early.

These steps ensure our students have access to quality learning opportunities during this challenging time. This plan was developed with a focus on meeting the unique needs of our students and staff and on their health, safety, and wellbeing.

## **Roles and Responsibilities**

### **Principals:**

- Lead this Education Continuity Plan for their school and report on progress.
- Lead instructional staff through weekly meetings and provide a report to Superintendent on
  - teacher instructional plan updates on their google classroom and PLC s
  - student engagement/participation,
  - additional resource requirements, and
  - successes and challenges.
- Support teachers to establish a process for student engagement by phone, social media, email, or other means.
- Work with Education Assistants to determine their current teaching assignments.
- Support and monitor teachers on their instructional practices via google classrooms.
- Ensure that every student is registered on the teacher's google classroom.
- Ensure teachers are keeping a record of students and are providing a record of attendance.
- Ensure teachers are keeping records of student not signing into their google classroom and are doing follow up phone calls home.
- Ensure home contacts with the students and parents are being made and recorded.
- Ensure that students are registered correctly in PowerSchool.

### **Teachers:**

- Make regular contact and be available to every student (by phone, email, or other remote means), from 9:00 am to 3:00 pm. This includes documenting conversations with students and parents/caregivers and maintaining contact logs.
- Maintain regular contact with parents/caregivers, including sharing instructional plans with schedules (from Google classrooms)
- If not already done, have a conversation with students and their parents/caregivers to assess their needs: what support, supplies, equipment, educational, or other resources they may require. Teachers are to be aware of technology to which students may have access (internet, cell phone, and telephone landlines).
- Attend grade level, Divisional PLCs, and PDs.
- Immediately request identified educational support, supplies, equipment, or other resources needed for students through Principals.

- Record daily attendance and keep daily record of students who are non-attenders and non-participants. Inform the Principal of students not logging onto Google classroom.
- Follow up with students not logging onto Google classroom to understand why they may not be logging on. Contact parents for further discussions and encouragement.
- Create instructional plans for the remainder of the school year that are to be approved by their Principal. These plans should be on the google classroom platform and include:
  - prioritizing remaining curricular outcomes in each course;
  - daily lesson activities that identify necessary resources for each activity; and
  - an explanation on how student progress will be assessed against the outcomes, which can potentially include other forms of assessments (for example, conversations with students).

### **Educational Assistants:**

Educational Assistants are expected to:

- Work with Principals and Teachers to determine their current Educational Assistants' assignments.
- Under the direction of a teacher or Principal assist with maintaining regular contact with parents/caregivers, including sharing instructional plans with schedules (from Google classrooms)
- Attend grade level, Divisional PLCs, and PDs.
- Keep a daily log of work activities to share with Principal.

### **Specialists:**

Education Specialists are expected to:

- Work closely with Teachers to determine their needs and how they can be supported,
- Offer assistance to individual teachers in their specialized areas
- Logging and monitoring teacher contact and requests
- Lead Professional Learning Communities by grade level or subject area
- Facilitate resource sharing and resource development via google classrooms,
- Complete the accountability reporting: individual work plans, monthly reports, School virtual visit reports, Updating Branch Plans, PGP
- Follow work from home protocols set by Director
- Provide information for professional development opportunities
- Review operational plans and work plans, adjusting according to this Educational Continuity Plan, and submit it to their supervisor.

