

## **Remote Instruction- Emergency Procedures (for teachers)**

In the event of extended closure (longer than 5 days), our goals are:

- To keep students engaged and ready for return
- Provide them with enough assignments for each day to qualify as a school day (approx. 3 hours)

Record and share short lessons (15) via Google Drive by 12pm noon each school day.

- Easiest to use your phone for direct recording and upload. We can let you use school laptops and cameras if necessary (but this is a more involved process).

For Upper School, this would mean 15 minutes of instruction + 20 minute assignments per class.

Grammar School teachers may choose how to divide instruction.

- GS specials- Latin only

US teachers should embed a question for daily student response (email) to ensure student participation. Responses would be due before noon the next day.

- Use this to record attendance!
- Pick a random spot in the videos so that they have to view whole video.

Parents and/or students would take pictures of any other assignments and email them to you- this is for feedback only.

- If you see serious flaws, you can communicate directly with those parents/students.
- They should keep all assignments to hand in when students return for final grading.

Assessments will need to wait until school reopens (7-10 days max likely).