

INSERVICE AGENDA

September 1, 2 and 3

In-service Agenda September 1,2,3 District and Building Level

As plans remain fluid regarding the return to school for both staff and students, the following in-service plan was created utilizing a fully remote model to accommodate the potential of continued school closures.

DAY 1:

- Utilizing Google Meet and Zoom principals will conduct building level meetings with faculty addressing topics specific to their needs. During this time, they will discuss the in-service agenda for the first three days and the requirements of staff. This should be done synchronously and can occur whether or not staff are in the building.
- For the remainder of the day, ALL staff will complete the district-based Safe School modules required for Day 1. The deadline to complete these modules will be at the end of Tuesday, September 1.
 - The following district-based Safe Schools modules are required to be completed during the first three in-service days and will be split equally among those three days.
 - Director of Curriculum, Instruction and Assessment - pre-assessments, benchmarking and achievement gaps due to COVID-19
 - Director of Curriculum, Instruction and Assessment - Social Emotional Learning
 - Supervisor of Special Education - meeting the needs of students with IEP and 504 plans
 - Affirmative Action Officer - Harassment, Intimidation and Bullying
 - School Safety and Security Officer - School Safety and Security Plan
 - School Safety and Security Officer - COVID-19 guidance
- Staff who DID NOT complete the Google for Education training during the summer will be required to begin the training upon completion of the Safe School modules.
- Staff who DID complete the Google for Education training can begin working through the *state mandated* Safe School modules and/or begin building their Google Classrooms.

DAY 2:

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- All staff will complete the district based Safe Schools modules for Day 2. The deadline to complete these modules will be at the end of Wednesday, September 2.
- Staff who DID NOT complete the Google for Education training during the summer will continue working on completing the online training.
- Staff who DID complete the Google for Education training can continue working through the *state mandated* Safe School modules and/or continue/finish building their Google Classrooms.

DAY 3:

- All staff will complete the district based Safe Schools modules for Day 3. The deadline to complete these modules will be at the end of Thursday, September 3.
- Virtual workshops will be organized at individual buildings reviewing topics related to Google for Education.
 - These topics can include, but are not limited to: helpful strategies for virtual classroom set-up, Google assignment/gradebook organization, helpful hints and Q and A sessions. Staff involved in the ESY and/or summer credit recovery program are viable candidates for delivering these workshops.
- ALL staff will finish Google for Education training and building their Google Classroom environment.
- ALL staff can continue working through the *state mandated* Safe School modules.