



## Communication of Return-To-Campus Plans

**Goal:** Effective, timely communication of return-to-campus plans to students, staff and families that results in a safe and efficient re-entry to face-to-face (F2F) instruction.

**Audiences:** Students, staff and families

### Timeline of Plans:

#### Friday, 9/4

- Communicate basics of return-to-campus plans (following Dr. Cavazos' message) to all audiences

#### Tuesday, 9/8

- Communicate survey info (choosing virtual or F2F) and link via Canvas, InTouch, social media, school website
  - Include explanation (written and video) of what students can expect in F2F environment

#### Wednesday, 9/9

- Newsletter to Lamar families through InTouch primarily about completing survey and considerations for choosing F2F or remaining virtual

#### Thursday, 9/10, Friday, 9/11, & Monday, 9/14

- 2<sup>nd</sup> period teachers contact families that did not respond to survey and learn their intent on remaining virtual or attending F2F

#### Saturday, 9/12

- Weekly Bulletin - overview of coming plans to Lamar staff
  - Leveling of classes, instruction, safety measures/protocols, student behavior, class coverage
    - Faculty/staff need to be aware that they may be asked to cover a class for a teacher that is out.

#### Tuesday, 9/15

- Specific plans released to staff. Read info and be prepared to ask questions at Thursday staff meetings

#### Thursday, 9/17

- Staff meetings for first thirty minutes of every period on Zoom to ask clarifying questions (attend one)
- 1<sup>th</sup> 7:35-8:05
- 2<sup>th</sup> 9:20-9:50
- 3<sup>th</sup> 11:05-11:35
- 4<sup>th</sup> 1:20-1:50

*\*We'll compile a list of questions & answers from the meetings and publish it on LHS Announcements by 9/21*

#### Thursday, 9/17

- By 9:00am - posting of all plans in categories on website. Messages in InTouch, Canvas, TEAMS email and social media directing people to website info

#### Monday, 9/21 & Tuesday, 9/22

- Assistant principals will host department meetings to provide answers to any questions raised during staff meetings and to review procedures for return to F2F

#### Monday, 9/21

- Hagman will create and share slides that teachers can review with kids (procedures and expectations) and include in their Canvas courses

#### Tuesday, 9/22

- Teachers will share info that specifically relates to students planning on returning to campus during their synchronous instructional periods and answer students' questions.

#### Wednesday, 9/23

- Teachers will share info that specifically relates to students planning on returning to campus during their synchronous instructional periods and answer students' questions.
- Info to families on procedures for first day of F2F instruction via Canvas, InTouch, Parent Weekly Newsletter, TEAMS email & social media
- Clear emphasis on fidelity to safety precautions and holding students accountable to following health & safety expectations
- Students have the option of learning from home if they don't feel they can adhere to precautions

#### Saturday, 9/26

- Weekly Bulletin will emphasize areas of concern and areas of importance raised in the prior week

#### Sunday, 9/27

- InTouch email/text and social media reminding families of safety expectations

#### Monday, 9/28

- Announcements at start of day reviewing procedures and expectations
- Seventh period teachers review procedures for classroom and outside of classroom with students, discuss why following protocols is important
- 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> period teachers review class-specific expectations
- Later afternoon, Hagman shares successes of day and areas needing improvement via InTouch, social media, LHS Announcements, Canvas

#### Tuesday, 9/29

- Announcements at start of day reviewing procedures and expectations
- First period teachers review procedures for classroom and outside of classroom with students, discuss why following protocols is important
- 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> period teachers review class-specific expectations
- Later afternoon, Hagman shares successes of day and areas needing improvement via InTouch, social media, LHS Announcements, Canvas

#### Wednesday, 9/30 - Friday, 10/2

- Announcements at start of day noting successes areas in need of improvement
- Communication via InTouch, Canvas and social media as needed to reinforce expectations

*We will get feedback from Lamar staff and students throughout the first week back and we will meet as a staff in a large meeting or in meetings each period to review.*