



Remote Instruction Staff Policy

In the event of unexpected school closure during an academic school year, the staff of Ivy Hill Preparatory Charter School will continue to fulfill its mission of providing a high-quality education to all students.

The below expectations have been outlined to allow for continuity of learning for all students, continued professional development for teachers, and support for families during an unexpected closure.

Duties & Responsibilities

- All staff must be available via phone, e-mail, or Zoom or any other video-conferencing platform utilized by the school for the entirety of their contractual work hours.
- Instructional staff shall continue to provide remote instructional support to scholars and must communicate with families to support remote instruction. Interaction with students and families includes but is not limited to phone calls and video conferencing.
- Staff must continue to adhere to Ivy Hill Prep's *Professional Dress* expectations during videoconferencing sessions with students and families.
- Staff must conduct videoconferencing sessions in well-lit areas with minimal background noise to the extent possible.
- Staff must continue to comply with all necessary supervision requirements including but not limited to meeting their manager's requirements for daily and weekly communication.
- Requests for personal time off (PTO) (e.g. illness) will be communicated through normal procedures.
- Supplies to work remotely must be secured from the school before the first day of remote instruction.
- Any additional supply needs must be preapproved prior to any reimbursement.
- Technology connectivity issues should be directed to the director of operations.
- Non-exempt staff will maintain normal work hours and log in Time and Attendance as normal.

Failure to Comply

The foregoing procedures are designed to ensure that Ivy Hill Prep continues to provide scholars with high quality education. All Ivy Hill Prep employees are required to carry out the mission and vision of Ivy Hill by providing continuity of learning during times when remote instruction becomes necessary because of a mandated school closure. Failure to comply with the procedures detailed herein could result in grounds for immediate termination.