



Aurelian Springs Institute of Global Learning



10536 Highway 48, Littleton, NC 27850

Telephone: (252) 586-4944

Fax: (252) 586-2707

Ms. Katina Lynch

Remote Learning Plan for Inclement Weather

Communication with Parents:

- Letter will be given to teachers to send home with packets. Letter will include office hours and Zoom links for office hours. Teachers may add additional information pertaining to their class in the letter.
- Message will be posted on ClassDojo, Google Classroom, and Facebook about Remote learning.
- Parents will be able to communicate with teacher via ClassDojo, Google Classroom, or email.
- Messages on Facebook will be generic and direct parents to ClassDojo, Google Classroom, and/or school's webpage.

Office Hours: [link to Office Hours](#)

- Teachers will have a morning (9:00 - 11:00 am) and afternoon (1:00 - 3:00 pm) office hours via Zoom to have communication with the students, offer instruction assistance, ask/answer questions, and help parents if needed. Office hours and Zoom links will be communicated to parents.
- Itinerant teachers will have the following office hours:
 - 9:45 - 10:30 Kindergarten - 1st grade, Mrs. Penilla
 - 11:00-11:45 Second - Third grade
 - 1:45 - 2:30 Fourth - Fifth grade
 - Office hours set up to not conflict with core instruction office hours.

Work Plan:

- Teachers/ Teacher Assistants will have to submit a work plan detailing work on remote learning day. Work plans are due to Principal Lynch by 4:30 on the day of remote work.
- If staff has access to Timekeeper, they are to clock in and out. If no access to timekeeper, a timesheet adjustment will have to be completed on Monday, December 8, 2025.
- [Blank work plan](#)
- [Sample work plan](#)

Instruction:

- Teachers at each grade level will prepare packets aligned with the standards of the grade level for students to complete at home. This is due to the low numbers of students who have paid to take the computers home and also may have limited access to internet at home.
- Packets will include work for each subject area.
- Kindergarten - Second grade will include the expectation of 60- 90 minutes on Amira Reading and Math.
- Third - fifth grade will include the expectation of 60-90 minutes on Exact Path Reading and Math. Also, an Exact Path Challenge is going on for grades 3-5 in which grade levels are competing to earn the most trophies.
- Itinerant office hours will include the opportunity to participate in either STEM activities that can be completed at home or thirty minutes for physical activity.
- Students will upload pictures of them completing the packets and/ or completed work.

Attendance:

- Document the name of the students who log into the Zoom sessions. In Infinite Campus, mark these students as present.
- Completion of packet. Must be submitted to the teacher within two days of returning to school from remote learning day. Upon turning in the completed packet, teacher will update Infinite Campus/ send list of names to Ms. Lynch to indicate the student is present for the remote learning day.
- Participate in a daily check-in: Have a two-way communication with the teacher of record. For students in grades K-5, this is the homeroom teacher;
- Picture of work completed or completing the packet.
- If a student has not logged into the Zoom sessions, sent pictures working on the packets, or emailed the teacher, teachers will call students to check in with them.
- A student will be marked absent if either of the above has not been completed. Teacher must update Infinite Campus and notify the data manager, Brenda Faulcon, when a student should be marked absent due to not returning a completed packet or not checking in upon returning to school.

Expectations:

- Be available during contracted hours: Includes responding to emails, messages, and student questions in a timely manner
- Host office hours: Teachers log into Zoom sessions and be available to parents and students.
- Take attendance as directed
- Monitor and support student engagement: Make reasonable efforts to connect with students who have not logged into the Zoom sessions, checked in, or engaged in the day's learning.
- Maintain Professionalism: This is still a school day.