

## **HOME DISTANCE LEARNING MODEL**

*(In this model, all students are learning from home).*

### 1. Instruction

#### a. Google Classroom

During periods of remote learning, Google Classroom will be used as the landing page for all students so that families may access coursework and materials from one uniform platform. The purpose of Google Classroom is to streamline remote learning and facilitate paperless communication between teachers, students (and families). Google Classroom allows teachers to create classes, post assignments, organize folders and view work in real time. Students and teachers can share information with one another instantaneously and students each have their own Google Drive folder that allows students and teachers access to all current and previously submitted work and assignments.

#### b. Videoconferencing/Teaching (Zoom)

During periods of remote learning, videoconferencing (Zoom) and other instructional methods will be used daily by teachers to provide instruction and small group lessons to students according to the building schedules (outlined in this document). Students are expected to attend all Zoom lessons and meetings, as scheduled. These will be live lessons using the Zoom platform and other instructional methods that will provide daily contact and communication between our teachers and students. The district has built in additional support time so that teachers will be able to meet with small groups of students or one-on-one with students, as needed. Pre-recorded videos may also be used in addition to daily in-person lessons and contact with students.

#### c. Schedules and Curriculum

The amount of schoolwork for students can vary from class to class and across grade levels. However, it is expected that during periods of remote learning, most students will participate in approximately 4 – 4 ½ hours of teacher led instruction and purposeful learning each day as reflected in the sample schedules. Lessons may include direct instruction on camera, followed by some students working with the teacher in smaller groups or students completing some work independently, as occurs in a typical classroom. The expectation is that teaching and learning will occur each day throughout the year, as in the regular classroom. Instruction will be focused on grade level standards and the district's established curriculum guides.

#### d. Attendance

Student attendance during the 2020-2021 school year will be taken and reported each day, regardless of learning model (in-person, hybrid or distance learning). For students engaged in remote learning opportunities, districts must develop processes to track and report student attendance. Monitoring attendance requires tracking each student's time and engagement during remote learning opportunities. In developing remote learning plans, districts must consider evidence of student participation (or lack thereof) toward daily attendance reporting. Evidence of student participation may include, but is not limited to: daily attendance and participation in synchronous whole class video lessons, mini-lessons, small group instruction, one-on-one tutoring; daily interactions with the teacher (ex. - emails, telephone calls); daily assignment and project progression or completion; demonstrated participation in asynchronous learning activities; and daily logins to learning management systems. Student attendance will be entered into PowerSchool each day.

e. Grading and Schoolwork

Student work will be graded and report cards will be issued quarterly. The district recognizes that from time to time, technology-related difficulties occur in the home environment; in those instances, students/parents must reach out to the teacher to arrange for extended time, if needed. Students must remain engaged and current with their learning and classroom assignments, even when working remotely.

f. Communication

Teachers are expected to communicate regularly with both students and parents. Teachers should offer support, answer questions and assist with troubleshooting routine technology-related issues. Students are encouraged to ask teachers for assistance seek clarification on assignments and reach out to their teachers with any questions they may have or when they need help. Parents are asked to communicate directly with their child's teacher first regarding any concerns, questions on assignments and/or academic progress. If questions/concerns remain, parents are asked to contact their child's building principal for additional assistance.

g. Teacher Office Hours

Office hours, meeting and communication times are scheduled each day. Students and parents are encouraged to reach out to teachers with questions or for assistance with coursework, as needed. Office hours should be used to assist with makeup work, extra help, enrichment, individual/small group lessons, Zoom meetings, etc. Office hours are intended to be both student initiated and teacher initiated.

h. Professional Development

In preparation of all potential learning options for the upcoming school year, the district has offered a variety of professional learning opportunities to all teachers this summer. The district has also planned for four additional days of training in September. Teachers had the opportunity to participate in the following sessions:

- Teaching CPM Remotely (High School Math)
- Promoting Interactivity in Your Online Class\
- Basics of Google for Education
- Zoom Summer Academy
- Zoom Breakout Rooms
- Using KWL with Google Explore Tab (KWL 2.0)
- Managing Paperless Assignment and Giving Feedback on Writing in Google Doc
- Zoom and Flipgrid: How to Engage Early Elementary Students
- Screencastify & YouTube – Making Videos to Stream into Google Classroom
- Creating a Virtual Classroom to Build a Sense of Community with Google Slides
- Making the Most of Zoom (Tips & Tricks)
- Ladybug – Using Your Document Camera to Create Videos and Show Live Feedback
- Responsive Classroom (The Online Morning Meeting)
- Finding Multimedia Resources in Discovery Education

*\*Upcoming:* Health and Safety Protocols for a Responsible Reopening, Flexible Lesson Planning, Best Practices for Remote Learning and Edgenuity.

## 2. Student Distance Learning Expectations

- a. Student attendance is mandatory and attendance will be recorded in PowerSchool daily.
- b. The Student Code of Conduct applies, even when learning remotely.
- c. Students are expected to adhere to the following rules of online etiquette when attending school remotely:
  1. Students must wear appropriate attire and follow the school dress code.
  2. Students should limit background distractions.
    - a. Do not play music.
    - b. Sit with back near a wall so that no one can walk behind.
    - c. Find a quiet place with little traffic.
  3. Students should sit up and remain seated during class time.
    - a. Refrain from lying on a bed, couch or floor.
    - b. Preferably, sit at a table or desk.
    - c. Do not walk around during a video meeting.
  4. Students should not record or take pictures of Zoom meetings.
    - a. This is in violation of the Highland Technology Acceptable Use Policy.
  5. Students must login with their Highland account.
  6. Students should follow their teacher's directions.

*\*Failure to adhere to these guidelines could result in the student being removed from the meeting or participating in future meetings.*

## 3. Teacher Distance Learning Expectations

- a. Live Videoconferencing (Zoom)/Teaching  
Teachers will use Zoom and other instructional methods to conduct class and provide synchronous learning opportunities each period throughout the day following the established building schedule. Teachers must remain available for the duration of the class period for questions from students. Pre-recorded videos and content may be used in addition to daily in-person lessons and contact with students.
- b. Recording Attendance  
Student attendance at Zoom classes and meetings must be taken and absences recorded in PowerSchool. This can be entered after the Zoom session.
- c. Enrichment/Intervention  
Office hours should be used for assisting students with makeup work, providing extra help, offering enrichment, individual and small group learning sessions and conducting phone conferences with students and parents. Office hours should be both student-initiated and teacher-initiated.
- d. Email  
Teachers are expected to check email at least twice per day, once in the morning and once in the afternoon. In most instances, teachers will respond back within 24 hours.
- e. Grading and Reporting  
Teachers are expected to monitor students' daily progress and participation. Teachers must report student non-participation and absences to the building principal. Teachers will maintain a gradebook. Report cards will be issued quarterly.