

HIGHLAND LOCAL SCHOOLS

2020-2021 SCHOOL YEAR

Traditional, Hybrid, Home Distance Learning Models (Option #1)

TEACHING AND LEARNING GUIDELINES and BUILDING SCHEDULES

TRADITIONAL LEARNING MODEL

(In the traditional learning model, all students will attend school 5 days a week. Student and staff expectations reflect that of a traditional school year)

Elementary School Daily Schedule: Traditional

When students are in person, they will follow their typical grade level schedule. These days will include instruction in all content areas: ELA, Math, Science, Social Studies, Art, Music and Physical Education.

Middle School and High School Daily Schedule: Traditional

Middle school and high school students will be on a block schedule in this learning model. Students will be in class for 90 minutes/day, meeting each class on alternating days. They will have periods 1-4 one day and periods 5-10 the following day.

For in-person learning at full capacity this plan:

- Limits the number of transitions students have during the day
- Allows for lunch times to be spread out to accommodate multiple lunches
- Allows for teachers to travel to outside spaces to conduct learning activities
- Allows most traveling teachers to be in one building per day
- Allows teachers/students more flexibility in taking bathroom breaks, handwashing, mask breaks, etc.

Middle School Daily Schedule Traditional In-Person Learning

Begin	End	"A" Day	"B" Day
7:30	9:00	1	4
9:05	10:35	2	8
10:40	12:40	ALL/Lunch	5/6/7/Lunch
12:45	2:15	3	9
2:15	2:22	Dismissal	Dismissal

High School Daily Schedule Traditional In-Person Learning

Times	"A" Day	"B" Day
7:30-9:00	Period 1	Period 8
9:05-10:35	Period 2	Period 9
10:40-12:40	Period 3/Lunch	ALL/Lunch
12:45-2:15	Period 4	Period 10

HYBRID LEARNING MODEL

(In this model, students will attend school and work from home on an alternating day schedule.)

- **Green (A-K): Monday, Wednesday, every other Friday**
- **White (L-Z): Tuesday, Thursday, every other Friday**

Green/White Hybrid Calendar

[DOWNLOAD HERE](#)

In-Person

When students attend school in-person, they will follow their typical grade level schedule. These days will include instruction in all content areas: ELA, Math, Science, Social Studies, Art, Music and Physical Education.

At Home

When students are learning at home, specific, independent learning activities will be assigned by the classroom teacher to be completed at the child's own pace. These assignments may resemble traditional homework or students may be assigned to online resources to complete enrichment or intervention activities. These assignments should not take the entire day to complete. Teachers will follow-up with students on their at-home work when they return to school on the next in-person day.

Student Expectations:

1. **Learning from Home**
Students must complete all work assigned, even while learning from home. This will ensure they are prepared for in-person lessons. *(Please note these are not considered "days off" from school work).*
2. **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). Because students are in the building for two or three days/week in the hybrid learning model, it is imperative that, when healthy, students are in school. To maximize direct instructional time with teachers, we ask that parents consider scheduling any appointments for their child on days when he/she is not required to be in the school building.
3. **In-Person Learning**
Students will be in all classes each day they attend school (approximately 40-45 minute periods).

Teacher Expectations:

1. **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.
2. **Grading and Reporting**
Teachers are expected to monitor students' daily progress and participation during both in-person and at home learning. Teachers must report student non-participation and absences to the building principal. Teachers will maintain a gradebook. Report cards will be issued quarterly.
3. **Communication**
In the hybrid learning model, the teacher's primary focus will be on those students physically present at school. Teachers will follow-up with students on their at-home work when they return to school on the next in-person day.

HYBRID LEARNING SCHEDULES –

Elementary School Daily Schedule: Hybrid Learning

When students are in person, they will follow their typical grade level schedule. These days will include instruction in all content areas: ELA, Math, Science, Social Studies, Art, Music and Physical Education. When students are at home for their virtual learning days, specific, independent learning activities will be assigned by the classroom teacher to be completed at the child's own pace.

Middle School Daily Schedule: Hybrid Learning

Period	Begin	End	
1	7:30	8:19	
2	8:22	9:01	
3	9:04	9:53	
4	9:56	10:45	
5	10:48		6th Lunch
	All grades will have a 30 minute lunch between 10:48 and 12:34		
6			7th Lunch
7		12:34	8th Lunch
8	12:37	1:27	
9	1:30	2:22	

High School Daily Schedule: Hybrid Learning

Time	Period
7:30-8:15	1
8:19-9:04	2
9:08-9:53	3
9:57-10:41	4
10:45-11:15	8a
11:15-11:45	8b
11:45-12:15	8c
12:15- 12:45	8d
12:55-1:40	9
1:45-2:30	10

**Students will eat lunch during one of the four 8th period blocks.*

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.

HOME DISTANCE LEARNING SCHEDULES –

Elementary School Daily Schedule – Distance Learning – Monday, Tuesday, Thursday, Friday

**Wednesday OFFICE HOURS*

M/T/TH/F	5th Grade	4th Grade	3rd Grade	2nd Grade	1st Grade	Kindergarten
8:00-9:00	Meeting/Planning/Communication					
9:10-9:50	5th Encore	ELA	ELA	ELA	ELA	ELA
10:00-10:40	ELA	4th Encore	Math	Math	Math	Math
10:50-11:30	Math	Math	3rd Encore	Science	Science	Science
11:30-12:30	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
12:30-1:10	Science	Science	Science	2nd Encore	Intervention & Enrichment	Intervention & Enrichment
1:20-2:00	Intervention & Enrichment	Intervention & Enrichment	Intervention & Enrichment	Intervention & Enrichment	1st Encore	Social Studies
2:10-2:50	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies	K Encore
3:00-3:30	Communication/Meeting					

**This schedule is a basic framework, but content may be adjusted based upon teacher response to student and classroom needs. For example, if additional instructional time is needed in the areas of ELA or Math, teachers will make necessary adjustments, as needed.*

Middle School Daily Schedule – Distance Learning

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:20-9:00	Meeting/Planning/Communication				
9:15-10:15	Period 1	Period 5/6/7	Office Hours	Period 1	Period 5/6/7
10:30-11:30	Period 2	Period 8	Office Hours	Period 2	Period 8
11:30-12:30	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
12:30-1:30	Period 3	Period 9	Office Hours	Period 3	Period 9
1:45-2:45	Period 4	ALL*	Office Hours	Period 4	ALL*

** Middle school students will not meet with their ALL teacher; rather, that time will be used for makeup work or extra help.*

High School Daily Schedule – Distance Learning

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:20-9:00	Meeting/Planning/Communication				
9:15-10:15	Period 1	ALL*	Office Hours	Period 1	ALL*
10:30-11:30	Period 2	Period 8	Office Hours	Period 2	Period 8
11:30-12:30	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
12:30-1:30	Period 3	Period 9	Office Hours	Period 3	Period 9
1:45-2:45	Period 4	Period 10	Office Hours	Period 4	Period 10

**High school students will not meet with their ALL teacher; rather, that time will be used for makeup work or extra help.*

