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Secondary Students, Parents, and Teachers;

As a result of the extended emergency school closure, all facets of our academic and extra-curricular programs have changed dramatically in the past two weeks. This document will serve as a summary and guide for all secondary students, parents and teachers as we navigate these unprecedented times. Please review this document carefully and completely.

## 1. Academic Calendar

- a. The third marking period, Quarter 3, will constitute assignments and assessments between January 27, 2020 and March 13, 2020. This is an abbreviated time period as a result of the closure beginning on March 17. Quarterly averages will be determined by using the higher of the following two scores: the traditionally calculated average for the 7 week period - OR - an average of scores for marking periods 1, 2 and 3.
- b. All work completed online during this closure will result in a pass or fail grade in the fourth marking period, which will have begun on March 17. Teachers may utilize numerical grades as feedback for individual assignments, but all work will eventually be recorded as pass or fail.
- c. If schools are reopened on or before May 4, 2020, a traditional numerical system will be implemented for the remainder of the fourth marking period and a numerical quarterly average will be assigned.
- d. If the school closure extends beyond May 4, 2020, the entire fourth marking period will be recorded as pass or fail.

## 2. Advanced Placement Courses

- a. The College Board has abbreviated curriculum calendars in all courses. Most AP courses will have completed the new curriculum by early March. Please consult with your AP teacher for more information.
- b. AP exams will be conducted online, at home, in a 45 minute administration.
- c. The College Board will offer two testing date options to address students who wish to take it as quickly as possible and those who would like additional time to review.
- d. AP exams will be compatible with a variety of devices, and accommodations made for the submission of hand-written work.
- e. As per the College Board, colleges and universities largely support this decision and have indicated plans to assign course credit as they normally would have.

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### 3. Extra-Curricular Activities

- a. The district recognizes the importance of social interaction and has encouraged club and activity advisors to continue with their programs online whenever possible. Advisors will be asked to provide structured times and forums for students to interact with their peers online, and to focus their efforts on service projects that can help our local community. Due to a variety of factors, individual clubs may not run in this online format.
- b. We encourage ALL students to use this opportunity to reach out and participate in clubs or activities that are running. Establishing and maintaining social connections is an important component of school, and is critical for social and emotional learning.
- c. For a listing of clubs and activities that will be running, please periodically check in Canvas or in your daily school email blast from the Principal.

### 4. Distance Learning Plan

- a. A weekly schedule has been established to help keep students organized, supported, and academically engaged. This schedule can be found on the last page of this document.
- b. Each week, for each class, teachers will create a plan (module) that includes; 1 synchronous lesson, 1 synchronous support session and 2 to 3 independent student assignments that will need to be submitted online.
- c. Students will be expected to participate in the synchronous lesson each week, however, whenever possible, synchronous activity will be recorded for students to review at a later time. This will also provide flexibility for students and families with technological challenges.
- d. Many features that will be utilized in this process are also accessible on the Canvas Mobile App.

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## Distance Learning Plan - Definitions

### **Synchronous Instruction**

A lesson that provides for simultaneous two way communication so that teachers can provide instruction and promptly address individual student needs. Examples include video conferences, audio conferences with a screencast, and recorded video with live chat feature enabled. The established schedule requires 1 sync lessons per course, per week. Students are expected to attend, but should notify teachers if technology limitations exist so that we can assist.

*Note- Full period video conferencing requires significant bandwidth for both teachers and students, and may not be the best way to accomplish synchronous instruction. Teachers are encouraged to utilize recorded video or screencasts wherever possible, and enable Canvas Chat or similar text chat tools during the lesson. If a video conference is utilized, teachers are encouraged to limit the duration so as to avoid unnecessary difficulties for students and families. Teachers may also utilize audio-only conferencing during a lesson to reduce bandwidth requirements.*

### **Synchronous Support / Lab**

A synchronous support period will enable students in a specific class to engage with their teacher, ask questions and receive more individualized instruction. No new lessons will be conducted at this time. Teachers will be expected to be logged in to Canvas, Google Classroom or other interactive platform for the duration of this time period. Students are not required to participate, but are invited to log in to join the discussion at any time.

### **Independent Student Work**

Teachers will create at least 2, but no more than 3 assignments per course each week. These assignments should contain curriculum resources, an expectation for independent student work and a clearly defined due date, at which point the student work should be submitted online.

### **Extra Help**

Teachers will provide 2 sessions of general extra help per week. All students assigned to the teacher of record will have access to these sessions. Teachers may conduct sessions via email by monitoring their inbox and responding promptly, or use another suitable technical solution through Canvas or other learning platform they and their students have experience with. Teachers may use this time to communicate with parents as well.

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## Distance Learning Plan - Student Guide

1. The schedule for synchronous (live) instruction is based on our regular bell schedule. On Monday and Tuesday of each week, you will be meeting and able to interact with your teachers. For example, on Monday at 9:00 am, you should log in to your Period 1 class on Canvas. At 9:45, you should log in to your Period 2 class, etc.
2. This schedule follows an "A" day. We will alternate this to a "B" day schedule the following week, as needed.
3. Extra Help will be available for all classes on Tuesday and Friday morning, beginning at 8:20 am. During these times, teachers will be available to all of their students in all of their classes. For at least the first week, we will utilize email to facilitate teacher and student communication for Extra Help. If you have a question at a time outside of a scheduled synchronous session, please email your teacher. Questions emailed prior to or during Extra Help will be answered promptly.
4. On Wednesday and Thursday of each week, students are invited to attend synchronous support lab sessions. These sessions are designed for your specific class. Teachers will be logged in at these times for the appropriate class. Students are not required to attend these sessions, or may attend only to address their specific question and then log out to continue with an individual assignment. Students may log in at any time during this session. Teachers will share the support lab session time designated for your specific class.
5. Independent student assignments will be assigned each week. You are encouraged to work on these assignments throughout the week so that you can work with your teacher in a synchronous session to address any questions before the due date.
6. Guidance Counselors are here and available for you. Please reach out via email with any concerns. We will share a more detailed communication and support plan soon.
7. Certain classes are not conducive to distance learning. Teachers of these classes, including Physical Education, will share their course plan with you individually. For at least the first week, you do not need to log in to Canvas for your Physical Education class. Non-college credit bearing electives may utilize an abbreviated or amended schedule that reduces independent student work assignments. Teachers should contact departmental administrators for more information.
8. AP and some college level courses may need to utilize additional independent work or synchronous instruction or support to meet course objectives. This will be scheduled by teacher in the designated flex times.



## Half Hollow Hills Distance Learning Schedule

Week 1, March 30 - April 3, 2020

"A" Day

	Monday	Tuesday	Wednesday	Thursday	Friday
8:20 - 8:50 am	Independent Student Work	All classes – Extra Help	Independent Student Work	Independent Student Work	All classes – Extra Help
9:00 – 9:40 am	Period 1- Synchronous Instruction	Period 5- Synchronous Instruction	Class 1 – Support Lab (Teacher, Period)	Class 4 – Support Lab (Teacher, Period)	Synchronous Instruction- Flex for A/B classes (arranged by teacher if necessary) OR <ul style="list-style-type: none"> <li>• Additional instruction or lab time (as determined by teacher)</li> <li>• Independent student work time</li> <li>• Teacher planning &amp; preparation</li> <li>• Teachers grade / provide feedback</li> </ul>
9:45 – 10:25 am	Period 2- Synchronous Instruction	Period 6- Synchronous Instruction	Class 2 – Support Lab (Teacher, Period)	Class 5 – Support Lab (Teacher, Period)	
10:30 – 11:10 am	Period 3- Synchronous Instruction	Period 7- Synchronous Instruction	Class 3 – Support Lab (Teacher, Period)	Lab- Flex (arranged by teacher if necessary)	
11:15 – 11:55 am	Approved club / activity meeting time; Student collaboration time; Teacher collaboration time				
12:00 – 12:40 pm	Period 4- Synchronous Instruction	Period 8- Synchronous Instruction	Independent Student Work	Independent Student Work	
12:45 – 1:25 pm	Independent Student Work	Period 9- Synchronous Instruction	Independent Student Work	Independent Student Work	