



Distance Learning Initiative Details for High School Division

Daily Schedule for 'RED' Mode of Operation:

- 8:30 – 9:30 AM = All Faculty Office Hours
- 10:00 – 10:55 AM = Period 1
- 11:00 – 11:55 AM = Period 2
- 12:35 – 1:30 PM = Period 3
- 1:35 – 2:30 PM = Period 4
- 2:30 – 3:00 PM = All Faculty Office Hours
- 3:00 – 3:30 PM = Additional AP class session (as-needed)

Students

1. 4-days of class, Mon – Thurs
 - Mon & Weds are A-Days
 - Tues & Thurs are B-Days
2. All students are required to link in to every class at the beginning of the class for the duration of the session. These are critical and shall meet synchronously; teachers are taking attendance, and point values for attendance will be part of the course grade for every student in every class.
3. Assignments/coursework should be classified into two broad categories: 1 - Classwork; 2 – Homework
 - Classwork may be set with a due date/time for the end of the class meeting session.
 - Homework is due at midnight on the due date
 - No assignments are allowed to be given a due date on weekends, not Saturday, nor Sunday.
4. Late work penalties/academic

Faculty

1. 5-day work week
 - 4 days of instruction, Mon/Weds A-Days
 - Tues/Thurs B-Days
 - Friday morning Schoolwide devotions
 - Office hours until noon on Fridays
 - Divisional meetings will occur during this time also
 - All grades updated by 3 PM every Friday
2. All classes post CANVAS 'announcement' by 9 AM for daily instructions/assignments & their locations.
3. Class announcements may have directions to CANVAS 'Pages', or links to material, but the announcements must be the first check-point for all students every day for every class session
 - Teachers should NOT put weekly material in announcements, nor allow students to access future

consequences remain consistently applied according to the teacher's syllabus.

5. All late work may be assessed academic consequences according to the syllabus.
6. Check in with teachers once per week during office hours.
7. Excessive absences without a medical exception will be counted against the total number of absences, and may cause the student to lose the ability to earn credit to any course according to the guidelines in our HPCA handbook.

material to 'work ahead'.

- We want the class to track together through the curriculum.
 - This can lead to a lack of continuity throughout our Distance Learning Initiative.
 - Regular, effective, daily engagement is critical!
 - CANVAS 'Pages' can be set with parameters for access daily, not hourly. Daily access for students to material for that day is fine. They may access materials on portion of the day when it occurs.
4. Assignments/coursework should be classified into two broad categories: 1 - Classwork; 2 - Homework
 - Classwork may be set with a due date/time for the end of the class meeting session.
 - Homework is due at midnight on the due date
 - No assignments are allowed to be given a due date on weekends, not Saturday, nor Sunday.
 - Late work penalties/academic consequences remain consistently applied according to syllabus.
 5. All class sessions will begin synchronously and those meetings should be from 10-30 mins in length.
 6. Teachers take attendance in virtual meeting with visual acknowledgement of every student in attendance.
 - Teachers may use Google Hangouts, Zoom, or Google Classroom for synchronous virtual meetings
 - Attendance will be entered at the end of every class period into FACTS/Renweb by teacher; just as we do on campus.
 - Specific (possibly additional) course points should be included for daily attendance/participation to encourage

timely participation and diligence on the part of the student.

7. Make sure that all teachers are available and linked in for the duration of every scheduled office session.
8. Average length of assignment guidelines (30-minute estimation).
9. Tests/quizzes have a maximum number of 40 questions.
10. Group projects are not allowed to be assigned during this time.
 - Projects/group work that have been previously assigned and their planned work schedule is interrupted by distance learning should be given an extension to their initial due dates.
 - Projects/group work previously assigned, and whose due dates occur while we are distance learning must get assigned a new due date extension beyond the end of distance learning.