

High Point Central Weekly Remote Learning Schedule

Day/Time	9:00a – 10:00a	10:00a – 11:30a	11:30a – 1:30p	1:30p – 3:00p	3:00p – 4:00p
Monday	Tutoring Office Hours	1 st Block (Live Instruction)	Lunch Conferences	3 rd Block (Live Instruction)	Tutoring Office Hours
Tuesday	Tutoring Office Hours	2 nd Block (Live Instruction)	Lunch Conferences	4 th Block (Live Instruction)	Tutoring Office Hours
Wednesday	Tutoring Office Hours	Small Group Instruction	Lunch Conferences	Small Group Instruction	Tutoring Office Hours
Thursday	Tutoring Office Hours	1 st Block (Live Instruction)	Lunch Conferences	3 rd Block (Live Instruction)	Tutoring Office Hours
Friday	Tutoring Office Hours	2 nd Block (Live Instruction)	Lunch Conferences	4 th Block (Live Instruction)	Tutoring Office Hours

A/B Day classes will meet 45 minutes each respectively during the scheduled instructional block

Daily Schedule

Live instruction will be held remotely each daily, except Wednesday, from 10am – 3pm. Teachers will hold tutoring and office hours each day from 9-10am and 3-4 pm. Wednesday will be a flex day for small group instruction, completion of missing assignments and conferences with teachers and counselors.

First 3 Weeks of School

Week 1: Teachers will focus on instruction, course introductions, Canvas orientation and course specific information.

- Providing feedback to students on completed work.
- Contact students and families.
- Problem solve any issues and/or concerns.

Week 2 & 3: Students will focus on feedback and instruction

- Provide feedback to students on completed work.
- Contact students and families.
- Problem solve any issues

Teachers will have morning and afternoon time set aside for student and family communication.

Daily Structure and Expectations

- This daily schedule will remain in place for the first nine weeks (August 17-October 16).
- The first 3 weeks will include opportunities for student orientations, and instructional tutorials to assist students with accessing Canvas and other instructional tools. Instruction will include a mix of live and pre-recorded lessons for student flexibility.
- Each Wednesday will be a flex day for teachers and students to meet. Flex Wednesday's are built into the schedule to allow students to work and meet with their teachers, as needed. While work can still be turned in on Wednesday, there will be no assignments due and no new content taught.
- Students should refer to their teacher's syllabus for information on specific planning and tutoring times.
- A/B classes will meet 45 minutes during the scheduled instructional block.
- Students are engaged in live teaching sessions 3 hours and online learning 2 hours a day.
- Teachers will record and post their live sessions for future reference.
- Typically, live instruction will not run the entire 90 minutes. The 90 minutes includes time for students to start on assignments.
- Live instruction will take place each day except, Wednesday. Wednesday's instruction will be small group, as needed, not following the daily schedule.
- Teachers will post assignments weekly. Students will see their assignments for the week each Monday morning.
- Students can expect teachers to respond to their emails, texts, or phone calls during office hours or when possible during the school day.

Student Resources

- Student requests for laptops should be completed on our laptop request form. Parents will be contacted for a pick-up time.

Attendance

- Teachers will take daily attendance. Students are considered present
 - If they attend live instruction or
 - If they have a daily check-in (two-way communication) with their teacher or
 - If they access the day's recorded lessons or
 - If they submit the day's work (on the due date or later).
- Simply not logging in virtually is not a sufficient reason for considering a student absent. If there is no contact with a student/parent or no evidence of engagement, the student should be marked absent.
- Teachers must attempt to make contact before marking students absent.
- A teacher may change a student's attendance based on evidence of student engagement that is collected after the current day due to the completion of work that is turned in at a later date.
- Even if a school is completely virtual, attendance must be taken each day of the school year regardless of instructional delivery.

Grading

- Teachers will provide feedback and grades on submitted assignments. High Point Central will follow the GCS grading policy as approved by the State Board of Education.
- Students should refer to their teacher's syllabus for category weights (i.e. quizzes, tests, classwork, etc.)
- Students will have 7 days to turn in work beyond the due date.