

High School Flexible Learning Plan for Instructional Continuity

Information for Students & Parents

Goals

- To maintain learning in a digital environment
- To maintain as many of the existing systems, supports, and processes for staff and students in a digital learning environment

Terms and Definitions

There are two models of online teaching and learning. **Synchronous**, where students and teachers are working together and interacting in a digital space in real time. And **asynchronous**, where teachers post instruction and learning materials online and students engage in class materials and complete work at their own pace within a given timeframe.

Fairfield Public Schools will use a hybrid of these models.

Your Teachers Will...

- Be available online for each class during the scheduled time (as below) to the best of their ability. If unable to do so, teachers will provide an alternate opportunity for an equal duration of time.
- Design and provide access to meaningful instruction based on the course curriculum.
- Post all materials and instructions to Google Classroom.
- Monitor student progress and provide feedback to students.
- Grade student work and post grades to Infinite Campus.
- Take attendance for each class and record in IC. See attendance details below.
- Support all student learning needs including 504 plans and IEPs.
- Collaborate with special education staff (co-teacher and/or case manager) as per student IEPs
- Reach out to parents, counselors, deans when they are concerned about:
 - Attendance (3 or more consecutive absences as defined below)
 - Work completion
 - Any other concerns that arise

Instruction: What To Expect:

- Regular check-ins for all students
- Assignments and other tasks presented through Google Classroom (similar to what already exists for most classes)
- Assessments assigned, graded, and entered into IC (see note below)

Communicating with Your Teachers

- If you have a question about an assignment or need to communicate with a teacher regarding any aspect of distance learning, use Google Classroom or the teacher's district (@fairfieldschools.org) email.

Attendance

- Attendance will be entered into Infinite Campus on the day your class is scheduled to “meet” (see schedule below, following the normal 4-day rotation)
 - o We will track attendance in a variety of ways; including, but not limited to:
 - Google check in form
 - Assignment that is due that day
 - Question to answer on Google Classroom
 - Participation/contribution to an online discussion forum
 - o **Important notes:**
 - o **These check ins do not necessarily need to be done DURING the “class” time.** (Ex. If a teacher posts a question on Google Classroom on Monday that is due by Wednesday, and a student submits it on Tuesday, that would be their “attendance” for Wednesday’s “class”.)
 - o All check-ins designed for attendance purposes **MUST be completed by 2 p.m. the day that it is due** to allow for the teacher to both check Google Classroom and enter attendance into IC.
 - o **Attendance is about COMPLETION, not accuracy or quality.** If a student responds to the prompt, form, etc., they are “present.” The task may receive a separate grade in the gradebook.
 - o If a student is unable to engage in distance learning for some reason (i.e. sick), the parent/guardian should contact the house office as usual. House secretaries will be checking phones and email.

Schedule

Distance learning school hours will look similar to in-school hours. We will continue to operate on the same [Day Rotation Schedule](#) that is currently published, with 4 periods as below.

High School Distance Learning Schedule	
	Class Times
Teacher Professional Time	7:30-9:00
Period 1	9:00 – 10:15 A: 9:00-9:35 B: 9:40-10:15
Period 2	10:15-11:30 A: 10:15-10:50 B: 10:55-11:30
Period 3	11:30-12:45 A: 11:30-12:05 B: 12:10-12:45
Period 4	12:45-2:00 A: 12:45-1:20 B: 1:25-2:00

What happens during “class time?” - Availability

- The posted times on the schedule represent when students can reasonably expect teachers to be available to answer questions and provide feedback. This is the “synchronous” work that takes place simultaneously. This does not mean 75 straight minutes of work. It may include shorter time frames.
- Students should make every effort to be engaged in the class during the scheduled class time to the best of their ability.

What happens during scheduled “class time?” - Workload

- Teachers will be designing a maximum of 3-4 hours of work for each class during the four day rotation (including scheduled class time). In other words, the work assigned will include some synchronous activities (done at the time of class) as well as asynchronous (done on their own time).
- Teachers can post each time the class “meets”, or post materials in advance as long as directions and due dates are clearly given

Student and Teacher Support

Administrators: Will be problem solving and supporting all staff, students, and families.

School Counselors: Will be available to help ensure students are accessing their learning and provide support to students. Please reach out to them if you have concerns or need support that counselors normally address. They will continue to meet with parents and students for previously scheduled meetings; these meetings will occur by phone.

School Psychologists, Social Workers, Speech and Language Pathologists: These staff members will also be supporting students, conducting counseling sessions, and addressing any areas of concern. They will use phones and other e-communication methods.

Deans: Deans will be monitoring attendance and helping reach out to families. They will follow up with students who are not engaging with the distance learning materials.

Library Media Specialists and Tech Integrators:

- Provide continuous support for students and teachers in the use of technology and online resources for teaching and learning
- Respond to emerging technical needs
- Maintain an active web presence that is updated regularly to support teachers and students

For questions related to technical difficulties:

- Email reghelp@fairfieldschools.org