

Distance Learning Outline of Expectations for EDUCATORS

(annotated from [CGHS Flexible Plan for Instructional Continuity](#))

1. Educators are expected to honor the Distance Learning Schedule.

- If you require LIVE TIME with students, it should be during scheduled period time.
- If you do schedule LIVE time outside of your class period, it CANNOT be required for students but can be recorded and posted.
- Your class period should have (at the most) 180 minutes worth of meaningful work to complete each week that is essential for the course. Completion of student work is evidence of attendance.
- Be understanding and flexible that in high use times, technology can be slow or fail. Encourage students to communicate with you and with Stars@student.cgshsnc.org.
- Here are the following schedules for Week 1 and 2:

Week 1 (3/17-20)

	Tues 3/17	Wed 3/18	Thurs 3/19	Fri 3/20
AM 8:30-11:30	Period 2	Period 1	Period 8	Period 7
PM 12:00-3:00	Period 3	Period 6	Period 4	Period 5

Week 2 (3/23-27)

	Mon 3/23	Tues 3/24	Wed 3/25	Thurs 3/26	Fri 3/27
AM 8:30-11:30	Period 2	Period 1	Office Hours Check-Ins (Counselors, Educators)	Period 8	Period 7
PM 12:00-3:00	Period 3	Period 6	Office Hours Check-Ins (Counselors, Educators)	Period 4	Period 5

2. Communicating Plans with Students

- At the minimum*, educators must post all plans/details at the start of the planned period. Educators *may* post all plans/details for all of their classes for the week by the start of Day 1 classes. This allows students to self-pace with dedicated time in their period.
- Plans provided to students must contain explicit directions about:
 - Deadlines and due dates
 - Grading criteria
 - Submission process
- Educators will keep track of student progress on assignments throughout the week to ensure students are going to meet deadlines.

3. Office hours for Flex Days

- a. Educators need to set and publish their office hours on their lessons for any week that includes a flex day.
- b. Educators must be available for three hours, but they do not need to be consecutive.

Tips:

- With each weekly assignment, consider including estimated amounts of time. This will help students with executive functioning and time management in a distance learning model.
- Just like you would do in in-person instruction, use methods and tools (Remind, Mentimeter, Padlet, Google Forms) to touch base and monitor student academic needs.
- If you plan to use Zoom, pre-schedule meetings to automatically record so you can share the contents of the meeting with students on the website.
- Use planners supports and samples to help you plan your week's assignments and expectations.
- Provide students with information on how to receive technological support via Stars@students.cghsnc.org.