# QACHS Distance Learning Schedule & Expectations
## Fall 2020
Version 8/18/20

<table>
<thead>
<tr>
<th>Office Hours</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-10:15</td>
<td>Office Hours ➢ Reteaching ➢ 1:1 or Group Tutoring ➢ Small Group Instruction ➢ Student/Parent Meetings</td>
<td>NO OFFICE HOURS</td>
<td>Office Hours ➢ Reteaching ➢ 1:1 or Group Tutoring ➢ Small Group Instruction ➢ Student/Parent Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1st Period 10:15-11:00</td>
<td>Synchronous, Teacher-led Learning</td>
<td>Asynchronous Learning</td>
<td>10:15-10:25 Check-in 1st Period</td>
<td>Asynchronous Learning</td>
</tr>
<tr>
<td></td>
<td>2nd Period 11:05-11:50</td>
<td>Synchronous, Teacher-led Learning</td>
<td>Asynchronous Learning</td>
<td>10:30-10:40 Check-in 2nd Period</td>
<td>Asynchronous Learning</td>
</tr>
<tr>
<td></td>
<td>3rd Period 11:55-12:40</td>
<td>Synchronous, Teacher-led Learning</td>
<td>Synchronous, Teacher-led Learning</td>
<td>10:45-10:55 Check-in 3rd Period</td>
<td>Hybrid A ONLY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hybrid A ONLY</td>
<td>3rd Period and Hybrid B</td>
<td></td>
<td>3rd Period and Hybrid B</td>
</tr>
<tr>
<td></td>
<td>4th Period 12:45-1:30</td>
<td>Asynchronous Learning</td>
<td>Synchronous, Teacher-led Learning</td>
<td>11:00-11:10 Check-in 4th Period</td>
<td>Asynchronous Learning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office Hours for 4th</td>
<td>Review expectations, student check-in</td>
<td></td>
<td>Office Hours for 4th</td>
</tr>
<tr>
<td></td>
<td>Lunch 1:30-2:00</td>
<td>Lunch</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office Hours 2:00-3:30</td>
<td>Synchronous, Teacher-led Learning</td>
<td>Asynchronous Learning</td>
<td>11:00-11:10 Check-in 4th Period</td>
<td>3rd Period and Hybrid B</td>
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<td></td>
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</tr>
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Office Hours: 8:00-10:15

**Office Hours for 1st Period:**
- Reteaching
- 1:1 or Group Tutoring
- Small Group Instruction
- Student/Parent Meetings

**Office Hours for 2nd Period:**
- Reteaching
- 1:1 or Group Tutoring
- Small Group Instruction
- Student/Parent Meetings

**Office Hours for 3rd Period:**
- Synchronous, Teacher-led Learning
- Asynchronous Learning

**Office Hours for 4th Period:**
- Reteaching
- 1:1 or Group Tutoring
- Small Group Instruction
- Student/Parent Meetings

**Office Hours for Lunch:**
- Reteaching
- 1:1 or Group Tutoring
- Small Group Instruction
- Student/Parent Meetings
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VIRTUAL LEARNING DEFINITIONS/EXPECTATIONS/EXAMPLES:

**Synchronous Learning**

Synchronous Learning-Synchronous learning requires teachers and students to be online at the same time. During this time, teachers can provide direct instruction and facilitate class discussions.

**Expectation:** Teachers and students are live and interacting with each other during the entire Synchronous Learning Block (at least twice per week). Special educators join synchronous learning sessions for co-teaching. This session will be recorded so that students can access instruction at another time, if needed.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Non-Examples</th>
</tr>
</thead>
</table>
| ➢ Direct teacher instruction  
➢ Use of Schoology Conference App  
➢ Class interaction  
  ○ Student to teacher  
  ○ Student to student  
➢ Teacher Modeling  
➢ Live demonstrations  
➢ Assigning practice problem and waiting for students to complete before reviewing how to solve  
➢ Students sharing how to solve problems | ➢ Pre-recorded video/screencastify postings  
➢ Edmentum resources  
➢ Student completion of independent assignments  
➢ Khan Academy resources  
➢ YouTube videos  
➢ Posting a PowerPoint/Slideshow and having students review independently |

**Asynchronous Learning**

Asynchronous Learning-Asynchronous learning allows students to access course material on their own schedule. Teachers will post learning materials to Schoology, which can be accessed by students at any time as long as assignments are completed by established due dates.

**Expectation:** Following a live check-in, teachers provide asynchronous learning three days per week. Asynchronous learning materials must be posted no later than 8am for each asynchronous learning day.

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<th>Non-Examples</th>
</tr>
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| ➢ Pre-recorded video/screencastify postings  
➢ Edmentum resources  
➢ Student completion of independent assignments  
➢ Khan Academy resources  
➢ YouTube videos  
➢ Posting a PowerPoint/Slideshow and having students review independently | ➢ Direct teacher instruction  
➢ Class interaction  
  ○ Student to teacher  
  ○ Student to student  
➢ Teacher Modeling  
➢ Live demonstrations  
➢ Assigning practice problem and waiting for students to complete before reviewing how to solve  
➢ Students sharing how to solve problems |
Office Hours

Office Hours-Pre-scheduled time to meet with students and/or parents to address their academic needs.

**Expectation:** Teachers post and schedule a total of 3 hours and 45 minutes Monday, Tuesday, Thursday, and Friday to be available to support student needs. Teachers, including special educators, should review student data to determine individual and/or group academic needs to provide support via small group instruction.

<table>
<thead>
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<th>Examples</th>
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<tr>
<td>➢ 1:1 Tutoring</td>
<td>➢ Individual planning</td>
</tr>
<tr>
<td>➢ Small group instruction based on current data (exit slips, quiz, etc.)</td>
<td>➢ Collaborative planning</td>
</tr>
<tr>
<td>➢ Group Tutoring</td>
<td>➢ Professional development</td>
</tr>
<tr>
<td>➢ Student/Parent conference</td>
<td></td>
</tr>
<tr>
<td>➢ Student/Parent contact</td>
<td></td>
</tr>
<tr>
<td>➢ Providing feedback to students</td>
<td></td>
</tr>
<tr>
<td>➢ Monitoring and responding to emails</td>
<td></td>
</tr>
<tr>
<td>➢ Maintain accurate attendance from the previous day</td>
<td></td>
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</tbody>
</table>