



# Hazel Park Preparatory Asynchronous Distance Learning Model

**This is a working document and is subject to change**

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## Hazel Park Preparatory Academy Distance Learning Expectations

### Student Expectations

**Assignments:** Are available daily at 9:30 AM (Regular school start time).

- Posted by your teacher in See Saw (K-2) and Schoology (3-8)
- You will receive 2-4 assignments per day

**School Day:** 3-4 Hours Total

**Time Online:** 2-3 Hours Total

**Friday Flex Days:** Fridays will be used for students to connect with their teachers and support staff. It will also be a time where students can complete and/or make up missing assignments.

**Attendance:** Students must respond to the daily attendance task from your Classroom Teacher (K-5) and Foundation Teacher (6-8) at 9:30 AM every day. This is very important.

#### **Online Work Submission Timeline K-5 Students:**

K-5 students work is due the next day  
 Monday work is due on Tuesday at 11:59PM  
 Tuesday work is due on Wednesday at 11:59PM  
 Wednesday work is due on Thursday at 11:59PM  
 Thursday work is due on Friday at 11:59PM  
 Friday work is due on Saturday at 11:59 PM

#### **Online Work Submission Timeline 6-8 Students:**

6-8 students work is due in 2 days  
 Monday work is due on Wednesday at 11:59PM  
 Tuesday work is due on Thursday at 11:59PM  
 Wednesday work is due on Friday at 11:59PM  
 Thursday work is due on Saturday at 11:59PM  
 Friday work is due on Sunday at 11:59 PM

### Teacher Expectations

**Hours:** Teachers will follow their regular school schedule start/end times of the school day.

#### **Office Hours and Work Activities:**

- Respond to student/family questions, check-in with students, provide feedback on assignments, take daily attendance.
- Using an 9:30 – 4:00 Tier 3 school day as an example:
  1. 4 hours daily for student access
  2. 2 .5 hours daily for lunch, prep, and collaboration time

**Friday Flex Days:** Fridays will be used for student support time and meetings.

#### **Collaboration Time:**

- Teacher Teams will meet at least one time per week
- PLC, SST or other committees will meet at least one time per week

#### **Attendance:**

Attendance must be entered in Campus by 9:30 AM each morning based on whether or not students completed the previous day's attendance task. (e.g. Teachers enter attendance on Tuesday by 9:00 am based on Monday's student Daily Connect course activity or K-5 Seesaw/Schoology completion)

#### **Assignments:**

- Post assignments on See Saw or Schoology by 9:00AM
- Use and communicate our HPPA Distance Learning grading practices and timeline for student workflow to students and families

## K-5 Distance Learning Daily Schedule

<b>PYP Schedule</b>	<b>9:00</b>	Today's lessons and work will be posted
	<b>9:30</b>	<b>Morning Check-In and Attendance:</b> Complete the morning check-in as soon as you can. Teachers will use this time to take attendance. If you are sick and cannot complete work, your parent/guardian must contact your teacher to let us know.
	<b>10:00</b>	<b>Work Time:</b> Students will view lesson videos and complete work that has been assigned. Teachers will answer your questions and check work during this time. Ask your parent/guardian or teacher if you get stuck on your work.
	<b>12:00</b>	Lunch and Activity Time for you. Your Teachers will take a lunch break and prep and will not be available during this time to answer questions. Teachers will also be attending meetings during this time.
	<b>2:30</b>	<b>Work Time:</b> Continue completing work that has been assigned. Teachers answer your questions and check your work during this time.
	<b>3:30</b>	Afternoon Check-Out: Your teacher will post a quick survey to ask you about how things are going with your learning or post a question for you to answer.
	<b>4:00</b>	<b>Dismissal:</b> You may continue to work on your assignments after 4:00PM. However, all assignments due on this day must be turned in by 4:00PM.
		<b>Revised 4.1.2020</b>

## K-5 Distance Learning Weekly Schedule

PYP Schedule	9:00	Daily Lessons Posted	Daily Lessons Posted	Daily Lessons Posted	Daily Lessons Posted	Daily Lessons Posted
	<b>9:30</b>	Morning Check-In and Daily Attendance is taken during this time	Morning Check-In and Daily Attendance is taken during this time	Morning Check-In and Daily Attendance is taken during this time	Morning Check-In and Daily Attendance is taken during this time	Morning Check-In and Daily Attendance is taken during this time
	<b>10:00</b>	Student Work Time: Literacy 55 minutes per day Math 30-35 minutes per day	Student Work Time: Literacy 55 minutes per day Math 30-35 minutes per day	Student Work Time: Literacy 55 minutes per day Math 30-35 minutes per day	Student Work Time: Literacy 55 minutes per day Math 30-35 minutes per day	Staff Meeting/DL Support Team Meetings (i.e. DL Teacher Support Team and DL Student Support Team)
	<b>11:00</b>	Office Hours Teacher and support staff are available to answer questions and connect with students and families.	Office Hours Teacher and support staff are available to answer questions and connect with students and families.	Office Hours Teacher and support staff are available to answer questions and connect with students and families.	Office Hours Teacher and support staff are available to answer questions and connect with students and families.	Office Hours Teacher and support staff are available to answer questions and connect with students and families.
	<b>12:00</b>	Teacher Pre/Lunch	Teacher Pre/Lunch	Teacher Pre/Lunch	Teacher Pre/Lunch	Teacher Pre/Lunch
	<b>1:30</b>	PLC/Teacher Collaboration	PLC/Teacher Collaboration	PLC/Teacher Collaboration	PLC/Teacher Collaboration	PLC/Teacher Collaboration
	<b>2:30</b>	P.E./Music Activities	Spanish/Social Studies/Other Subjects	P.E./Music Activities	Spanish/Social Studies/Other Subjects	Staff Meeting/DL Support Team Meetings (i.e. DL Teacher Support Team and DL Student Support Team)
	<b>3:30</b>	Afternoon Checkout Teacher and support staff are available to answer questions and connect with students and families.	Afternoon Checkout Teacher and support staff are available to answer questions and connect with students and families.	Afternoon Checkout Teacher and support staff are available to answer questions and connect with students and families.	Afternoon Checkout Teacher and support staff are available to answer questions and connect with students and families.	Afternoon Checkout Teacher and support staff are available to answer questions and connect with students and families.
	<b>4:00</b>	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal
						<b>Revised 4.1.2020</b>

## 6-8 Teacher Distance Learning Daily Schedule

		A-Day	B-Day	A-Day	B-Day	Flex-Day
	Staff	Monday	Tuesday	Wednesday	Thursday	Friday
MYP Schedule	9:00	Daily Lesson Posted	Daily Lesson Posted	Daily Lesson Posted	Daily Lesson Posted	Daily Lesson Posted
	9:30	Daily Foundations Activities and Attendance taken during this time	Daily Foundations Activities and Attendance taken during this time	Daily Foundations Activities and Attendance taken during this time	Daily Foundations Activities and Attendance taken during this time	Daily Foundations Activities and Attendance taken during this time
	10:00	Math/Social Studies Teachers will post lessons & activities before 9:00AM	ELA/Science Teachers will post lessons & activities before 9:00AM	Math/Social Studies Teachers will post lessons & activities before 9:00AM	ELA/Science Teachers will post lessons & activities before 9:00AM	Staff Meeting/DL Support Team Meetings (i.e. DL Teacher Support Team and DL Student Support Team)
	11:00	Office Hours Teacher and support staff are available to answer questions and connect with students and families.	Office Hours Teacher and support staff are available to answer questions and connect with students and families.	Office Hours Teacher and support staff are available to answer questions and connect with students and families.	Office Hours Teacher and support staff are available to answer questions and connect with students and families.	Office Hours Teacher and support staff are available to answer questions and connect with students and families.
	12:00	Teacher Pre/Lunch	Teacher Pre/Lunch	Teacher Pre/Lunch	Teacher Pre/Lunch	Teacher Pre/Lunch
	1:30	PLC/Teacher Collaboration	PLC/Teacher Collaboration	PLC/Teacher Collaboration	PLC/Teacher Collaboration	PLC/Teacher Collaboration
	2:30	A-Day Electives Teachers will post lessons & activities before 9:00AM for Completion by the end of the day.	B-Day Electives Teachers will post lessons & activities before 9:00AM for completion by the end of the day.	A-Day Electives Teachers will post lessons & activities before 9:00AM for completion by the end of the day.	B-Day Electives. Teachers will post lessons & activities before 9:00AM for completion by the end of the day.	Staff Meeting/DL Support Team Meetings (i.e. DL Teacher Support Team and DL Student Support Team)
	3:30	Office Hours Teacher and support staff are available to answer questions and connect with students and families.	Office Hours Teacher and support staff are available to answer questions and connect with students and families.	Office Hours Teacher and support staff are available to answer questions and connect with students and families.	Office Hours Teacher and support staff are available to answer questions and connect with students and families.	Office Hours Teacher and support staff are available to answer questions and connect with students and families.
Revised 4.1.2020	4:00	End of Day	End of Day	End of Day	End of Day	End of Day

## 6-8 Student Distance Learning Daily Schedule

	A-Day	B-Day	A-Day	B-Day	Flex-Day	
Student	Monday	Tuesday	Wednesday	Thursday	Friday	
	9:00	Daily Lessons Posted	Daily Lessons Posted	Daily Lessons Posted	Daily Lessons Posted	
	9:30	Foundations and Attendance: Check course for daily activity and to be counted for attendance	Foundations and Attendance: Check course for daily activity and to be counted for attendance	Foundations and Attendance: Check course for daily activity and to be counted for attendance	Foundations and Attendance: Check course for daily activity and to be counted for attendance	Foundations and Attendance: Check course for daily activity and to be counted for attendance
	10:00	Math/Social Studies Students will complete lessons by the end of the day.	ELA/Science Students will complete lessons by the end of the day.	Math/Social Studies Students will complete lessons by the end of the day.	ELA/Science Students will complete lessons by the end of the day.	Extended Foundations: Time for lessons ( SEL Activities, etc.)
	11:00	Teacher Office Hours: Connect with teachers about assignments and questions you may have. Work on your daily homework	Teacher Office Hours: Connect with teachers about assignments and questions you may have. Work on your daily homework	Teacher Office Hours: Connect with teachers about assignments and questions you may have. Work on your daily homework	Teacher Office Hours: Connect with teachers about assignments and questions you may have. Work on your daily homework	Teacher Office Hours: Connect with teachers about assignments and questions you may have. Work on your daily homework
	12:00	Personal Flex: Go play, read for pleasure, chores, eat lunch, take a nap, learn a new skill/hobby	Personal Flex: Go play, read for pleasure, chores, eat lunch, take a nap, learn a new skill/hobby	Personal Flex: Go play, read for pleasure, chores, eat lunch, take a nap, learn a new skill/hobby	Personal Flex: Go play, read for pleasure, chores, eat lunch, take a nap, learn a new skill/hobby	Personal Flex: Go play, read for pleasure, chores, eat lunch, take a nap, learn a new skill/hobby
	2:30	A-Day Electives. Student will complete lessons by the end of the day.	B-Day Electives. Student will complete lessons by the end of the day.	A-Day Electives. Student will complete lessons by the end of the day.	B-Day Electives. Student will complete lessons by the end of the day.	Finish activities/assessments assigned this week
	3:30	Teacher Office Hours: Connect with teachers about assignments and questions you may have. Work on your daily homework	Teacher Office Hours: Connect with teachers about assignments and questions you may have. Work on your daily homework	Teacher Office Hours: Connect with teachers about assignments and questions you may have. Work on your daily homework	Teacher Office Hours: Connect with teachers about assignments and questions you may have. Work on your daily homework	Teacher Office Hours: Connect with teachers about assignments and questions you may have. Work on your daily homework
	4:00	End of Day	End of Day	End of Day	End of Day	End of Day
		Independent Work Time: finish activities and assessments assigned this week	Independent Work Time: finish activities and assessments assigned this week	Independent Work Time: finish activities and assessments assigned this week	Independent Work Time: finish activities and assessments assigned this week	Independent Work Time: finish activities and assessments assigned this week

SPPS recommends that students have a school day that is 3-4 hours in length, with 2-3 hours of online time every day during distance learning. To accommodate this, all MYP classes except for Foundations, will “meet” every-other day. This means that you will only post a daily agenda every-other day. Remember, students will be working asynchronously.

**MYP Foundations and PYP Morning Meetings:** Teachers will be using Foundations and Morning Meetings to take attendance. Teachers must post a daily attendance check-in activity in Schoology by 9:30 a.m. Students have until 9:00 AM the next day to respond. Foundations, like other classes, is **asynchronous** at this time.

**Office Hours:** Respond to student/family questions, check in with students, provide feedback on assignments, and meet with your team. Teacher provide feedback on each assignment within 24 hours.

**Lunch/Prep/PLC:** Teacher Teams meet at least one time per week. PLC and other committees will meet at least one time per week.

**Attendance:** Attendance must be entered in Campus by 9:30AM each morning based on whether or not students completed the previous day’s attendance task. (e.g. Teachers enter attendance on Tuesday by 9:30AM based on Monday’s student Daily Connect course activity or K-5 Seesaw/Schoology completion)

**Distance Learning Student Support Team:** HPPA has developed a Distance Learning Student Support Team that will assist teachers, students, and parents in eliminating any barriers with the distance learning model. We have several staff members who are available to assist you in connecting with your students. Please use the link in the resources section of this page to have a member of our team help you in connecting with our students. We’re Better Together!

## Resources:

- The [PreK Distance Learning Template](#) and [Expectations](#) for PreK Teachers
- [The K-5 Literacy Distance Learning Template](#)
- [The 6th Grade Distance Learning Reading & Writing Lessons](#)
- [The 7th and 8th Grade Literacy Lessons](#)
- [Distance Learning in 6-12 Overview](#)
- [Distance Learning Lesson Planning 6-12 Template](#)
- [Special Education Services in a DL Environment](#)
- [Secondary Model for EL Distance Learning](#)
- [Student Support Request Form](#)