

# RCHS Expectations for Distance Learning

## Rensselaer Central High School Distance Learning Schedule

***RCSC Distance Learning days will occur Monday through Friday. Students must log in daily by 8:05 am.*** Teachers are expected to regularly check Canvas, their school-issued email, take attendance in PowerSchool, and respond to students/parents throughout the day. Assignment due dates are determined by the individual teacher. Grades in PowerSchool will be updated every week.

### **Monday: All Periods**

P1: 8:05-8:25

P2: 8:35-8:55

P3: 9:05-9:25

P4: 9:35-9:55

P5: 10:05-10:25

P6: 10:35-10:55

P7: 11:05-11:25

- Teacher Lunch Break: 11:30-12:00
- Teacher Office Hours: 12:05-3:15

### **Tuesday and Thursday: Periods 1-4 only**

P1: 8:05-8:45

P2: 9:05-9:45

P3: 10:05-10:45

P4: 11:05-11:45

- Teacher Lunch Break: 12:05-12:35
- Teacher Office Hours: 12:35-3:15

### **Wednesday and Friday: Periods 5-7 only**

P5: 8:05-8:45

P6: 9:05-9:45

P7: 10:05-10:45

- Teacher Lunch Break: 11:00-11:30
- Teacher Office Hours: 11:35-3:15

***All RCHS teachers will use the Modules page as the Front Page of their Canvas course.*** Teachers are to create a weekly Distance Learning Module in which they place the activities for the week. ***Teachers are to use the naming functions “Distance Learning Week 1”, “Distance Learning Week 2”, etc.***

# RCCHS Expectations for Distance Learning

## **Attendance**

Indiana's attendance law requires students to be engaged in academic work for at least six hours at the high school and middle school levels. Five hours of engagement are required at the elementary level. It is not necessary to keep track of students for every moment of the day. Attendance can be tracked by evidence of participation which can include:

- Daily logins to learning management systems
- Daily interactions with the teacher
- Assignment completion

All students will be recorded as *present* unless a parent/guardian contacts the school to report that their child cannot participate in distance learning.

## **Remote Work (Telecommuting) -- Faculty and Staff**

RCSC has adopted a policy on Remote Work (Telecommuting) that describes when remote work is allowed, who is allowed to work remotely, and the expectation for remote work. The policy gives the superintendent the authority to determine who has to report to work. Conditions with COVID-19 continue to evolve but the current plan for remote work for teaching staff is:

If school is canceled, the teaching staff is expected to report to school during normal hours unless school has been canceled:

- for weather-related conditions.
- physical or mechanical conditions that would make attendance at school unsafe.
- by order of the Governor or other state or local agency.

The superintendent may have faculty and staff work from home due to other situations that arise making working from home the preferred option.

## **Instructional Expectations During COVID-related School Cancellation**

If school is canceled for COVID-19 related reasons, the staff is expected to work at school unless there is a notice from the Governor, local or state health departments, or the superintendent to work remotely.

## **Instructional Expectations During Non-COVID School Cancellation**

If an eLearning day is called, the high school will utilize the MONDAY DISTANCE LEARNING SCHEDULE. Teachers and staff are not expected to report to the building.

## **Paraprofessionals**

Paraprofessionals will be expected to work during their normal hours unless instructed otherwise.