








# Guardian Guide to Online Learning 6-12

Please use this guide to help you better understand how DAILY online learning operates.






FCJH/FC \*\*\*The following guidelines apply to Monday-Thursday. Information regarding Friday schedules will be communicated by individual schools.

Item	Description	Frequency	Format	Additional Info
 <b>Attendance</b>	Students will be responsible for checking in each day via the “attendance button” in Infinite Campus that they have grown accustomed to using on their current hybrid/virtual learning days.	<b>DAILY</b>	Students are responsible for submitting their attendance.  <a href="#">See Video if needed</a>	It is vital to your child’s educational progress to attend each day.
 <b>Assessments</b>	Your child will have assessments throughout the quarter. These assessments can be <b>formative</b> (which help determine a baseline of your child’s needs) or <b>summative</b> (which determine your child’s depth of knowledge of the content).	<b>AS NEEDED</b>	<b>Any of the following:</b>  LIVE sessions Google Forms Google Slides Canvas ClearSite	Students with IEPS, 504 or ELL will receive their accommodations during assessments.
 <b>Student Work</b>	Teachers will assign work to be completed for their class to check for their understanding.	<b>PER TEACHER</b>	Determined by teacher	Students are given 24 hours to complete work. Late work will be accepted no longer than a week after the due date.
 <b>Office Hours</b>	Teachers are available via phone or email for questions or advice.	<b>AS SCHEDULED WITH TEACHER</b>	Email Phone *LIVE if available	Teachers will communicate when their specific office hours are as times will be different depending on the grade level.
 <b>Virtual Class Meeting</b>	Teachers have an active google meet or zoom link for live teacher interaction <b>during each class period</b> .	<b>DAILY</b>	<b>Synchronous</b> , which means LIVE in a Google Meet or Zoom with the teacher.	Your student should join the live link at the direction of the teacher. OR if they have specific questions. <b>Teachers will be unavailable to answer emails or take calls as this is LIVE student support time.</b>



# Breakdown of Daily Instruction

6-8: 60 minutes per class 9-12: 50 minutes per class

Activity	Description	Frequency	Format	Additional Info
 <b>Student Check-In Bell Ringer</b>  <b>Objective Essential Questions</b>	<p>Often referred to as the “hook” the bell ringer sets the stage for the daily lesson.</p> <p>The teacher communicates daily objectives, essential questions, and success criteria to students.</p>	<b>DAILY</b>	<p><b>Synchronous</b>, which means <b>LIVE</b> in a Google Meet or Zoom with the online teacher  <b>OR</b>  <b>Asynchronous</b>, which means that students are working on these items independently at their own pace.</p>	As a part of this process, the teacher monitors and records which students have logged in to engage with the daily instruction.
 <b>Direct Instruction</b>	Teacher-led instruction designed to provide information that students will need to be successful in subsequent activities.	<b>*DAILY unless Assessment</b>	<p><b>Asynchronous</b>, which means that students are watching &amp; working on these items independently at their own pace.</p>	<p><b>Why recorded?</b>            The teacher is meeting <b>LIVE</b> with students who need additional support regarding the lesson.            It is vital students watch the recorded lesson to be successful in the course.</p>
 <b>Practice</b>	A combination of independent and guided practice for students, allowing the teacher to monitor students and check for understanding.	<b>DAILY</b>	<p><b>Synchronous</b>, which means <b>LIVE</b> in a Google Meet or Zoom with the online teacher  <b>OR</b>  <b>Asynchronous</b>, which means that students are working on these items independently at their own pace.</p>	<p><b>IF Asynchronous:</b>            Students are working independently so that the teacher can meet <b>LIVE</b> with students who need additional support .</p>
 <b>Checks for Understanding</b>	Ongoing evaluation of student work	<b>DAILY</b>	<p><b>Synchronous</b>, which means <b>LIVE</b> in a Google Meet or Zoom with the online teacher  <b>OR</b>  <b>Asynchronous</b>, which means that students are working on these items independently at their own pace.</p>	<p><b>IF Asynchronous:</b>            Students are working independently so that the teacher can meet <b>LIVE</b> with students who need additional support .</p>

FTCSC Canvas Homepage Template along with common buttons (Office Hours, Due Dates, Weekly Agenda) are utilized for consistency.