

SOUTHERN LEHIGH

HIGH SCHOOL

UPDATED: 8/27/2020

FINAL INFORMATION: FULLY VIRTUAL Return To School

Below is UPDATED information regarding how our SLHS students will return to school in a fully virtual model for ALL students. Please make sure that you read the information carefully and contact your school counselor or administrator with any questions. We expect all students to report to virtual school every day of the week, Monday through Friday. Attendance, instructional time, grading and work expectations are explained below.

FIRST WEEK OF SCHOOL:

- The first day of school is Monday, 8/31 and is ONLY ONLINE FOR ALL STUDENTS
- An adjusted schedule is listed below **for the first day of school (8/31) ONLY**. We will follow our ODD day schedule.
 - 9:00 - 9:30 Advisory/Homeroom
 - 9:35 to 10:00 Block 1 ODD
 - 10:05 to 10:30 Block 2 ODD
 - 10:35 to 11:00 Block 3 ODD
 - 11:05 to 11:30 Block 4 ODD
- Links to Videos, Teacher Advisory Links and Class Links will be provided prior to 8/31 via student emails. It is IMPERATIVE that students check their Spartadocs email **DAILY**.
- Students must log in to their appropriate classes each day of the week, Monday through Friday.
- Teachers will email out links to their Zoom / Google Meet classes and their Learning Management System (Google Classroom or Canvas)

REGULAR DAILY Time Schedule To Follow: All students follow the schedule below:

Monday- ODD Day	Tuesday- EVEN Day	Wednesday- ODD Day	Thursday- EVEN Day	Friday- Asynchronous Except for Advisory / HR
9:45-9:55 Advisory / Homeroom	9:45-9:55 Advisory / Homeroom	9:45-9:55 Advisory / Homeroom	9:45-9:55 Advisory / Homeroom	10:00-10:30 Advisory HR Note: This is the only required "live" time on Fridays
10:00 Block 1 ODD	10:00 Block 1 EVEN	10:00 Block 1 ODD	10:00 Block 1 EVEN	Office Hours for Teachers:: 9AM-10AM and 1PM-2PM
11:00 Block 2 ODD	11:00 Block 2 EVEN	11:00 Block 2 ODD	11:00 Block 2 EVEN	Throughout the Day: Students preview work for the week and make up any missing assignments/assessments
12:00 LUNCH	12:00 LUNCH	12:00 LUNCH	12:00 LUNCH	Lunch On Your Own Schedule
12:30 Block 3 ODD	12:30 Block 3 EVEN	12:30 Block 3 ODD	12:30 Block 3 EVEN	Throughout the Day: Teachers plan and prepare lessons; work collaboratively with peers
1:30 Block 4 ODD	1:30 Block 4 EVEN	1:30 Block 4 ODD	1:30 Block 4 EVEN	Throughout the Day: Staff grading and assignments released by staff and posted on LMS (Canvas or Google Classroom)

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Schedule Information (continued):

- Weekly Advisory period will occur on Fridays to help create community and discuss items of interest. Advisory is mandatory and will occur once a week for 30 minutes. Attendance will be taken in Advisory.
- In addition to Advisory on Fridays, teachers will be available for office hours, to answer questions via email and will send out appropriate assignments.
- Schedule of synchronous and asynchronous lessons (ex: 2 synchronous **45-minute lessons** per week per course) will follow a set schedule Monday (ODD), Tuesday (EVEN), Wednesday (ODD), Thursday (EVEN). Times are listed in the table above.
- Live class times are mandatory unless specified in advance.
- Each class would run a **minimum of 45 minutes per period** per scheduled day. Students will have a short break in between classes. Lunch is at 11:45.
- Specific courses may opt-out of live synchronous sessions due to the nature of content or course.
- This schedule still allows for LCTI to follow their AM / PM schedule either in person or remotely

Attendance:

- Attendance is taken each day in Advisory as the daily attendance and in each block or class.
- Students must log in within the **first 5 minutes** of each class to be considered "present" for the class. Students must be seen - either in person or via the live stream - to be considered present. Teachers are allowed to require students to show their faces throughout classes with few exceptions.
- Absence notes are required for either in-person or live streamed absences (emailed absence notes are acceptable).
- Friday Asynchronous Day - All students **MUST** attend and participate in the extended Advisory class to be counted as present on Friday.
- Each day (Monday-Thursday) begins with the Advisory period for 10 minutes. This will be the designated time for daily attendance and announcements. The longer weekly Advisory on Fridays will be used for social-emotional learning lessons, diversity, equity and inclusion lessons, orientation activities and community building activities.
- Spartan periods will be eliminated during the pandemic.
- **AM LCTI, SENIOR PRIVILEGE and FIRST PERIOD DUAL ENROLLMENT STUDENTS-**
 - Students with senior privilege or an early dual enrollment course must use the link on the SLHS Website under "Students" ([LINK TO FORM ON HS WEBSITE](#)) or Sapphire homepage to check in on their senior privilege / dual enrollment days to be counted present. OR- Save this link: [AM LCTI / SENIOR PRIVILEGE / DUAL ENROLLMENT ATTENDANCE FORM](#) If students do not complete the form by 11 AM, they will be marked absent for the day. If the dual enrollment class conflicts with the SLHS class time schedule, please contact your counselor and speak with your teacher.

Instruction:

- New content is taught daily Monday - Friday, synchronously or asynchronously. The instructional time should total approximately 6 hours per day between synchronous and asynchronous instruction. Asynchronous learning time will be estimated by the teacher.
- Students are required to attend classes via live streaming at home, watching pre-recorded lessons, or both as determined by the teacher and course.
- Live-Streaming can start and stop throughout the class period based on activities and needs as explained by the teacher.
- Content is shared through the Learning Management System - Google Classroom or Canvas.
- Number of Assignments per week - determined by staff and department so that it addresses the needs of individual courses and adheres to the departmental and syllabus guidelines.
- Teachers may hold optional in-person instructional activities (labs, experiments, etc.) on asynchronous Fridays.

Grading, Final Exams, Course Projects:

- Grading expectations clearly defined by each teacher and consistent per course as in syllabus.-[Grading Expectations By Department](#)
- Each course will have a final exam OR course project depending on the curriculum and needs of the course.

LCTI:

- Students taking classes at LCTI will be able to attend 2 days in-person and online asynchronously. Transportation will be provided.
- Students requiring transportation to LCTI should email hsprincipals@sbsd.org immediately
- Transportation information will be mailed home directly from the SLSD transportation department. Adjustments may have to be made particularly for our PM LCTI students. We will make adjustments to bus runs after the first week of school.
- AM LCTI Students must sign in each day for attendance using this form: [AM LCTI / SENIOR PRIVILEGE / DUAL ENROLLMENT ATTENDANCE FORM](#)

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Communication:

- IMPORTANT LAPTOP INFO: If students did not update their laptop at the end of last year, please email devicepickup@slsd.org
- ALL technology issues should be submitted to [SLSD TECH HELP TUTORIAL](#)
- Students are expected to check their emails and each course's learning management system each and every day Monday through Friday.
- An online learning info sheet will be sent to each student prior to the start of the school year. These expectations must be followed at all times.
- To schedule appointments with counselors, please use this link: [GUIDANCE APPOINTMENT](#)
- Staff is available from 7:30 AM to 3:00 PM for questions or concerns
- Virtual Back to School Event / Meet the Teacher Event (Hybrid between recorded and live for Q&A)- 9/2 Specific Information will be provided shortly.

Special Education Students:

- ALL students (including IEP students) begin ONLINE ONLY on Monday, August 31st.
- IEP students who have chosen to attend in person will report to school starting on Tuesday, September 1st
- When in the building, ALL students must wear face coverings at all times except while eating lunch

Distribution of Books and Supplies: Monday, August 31st 12 noon- 8 PM

Students will need to pick up their textbooks and supplies for the upcoming school year. In order to accomplish this in a safe and efficient manner, we will be holding a drive-through pick up on Monday, August 31st. Families have time slots available based on their last names. We ask that families enter the high school campus via the lower Preston Drive entrance, drive through the campus as shown below from Station A to Station D to ensure that they receive all of their needed books and supplies. Please adhere to the schedule so that we do not have a long traffic jam entering the school campus.

- **DISTRIBUTION SCHEDULE:** Textbook And Supply Distribution Will be As Follows:
 - A- F Last Names: 12 noon-1 PM and 4- 5 PM
 - G-L Last Names: 1- 2 PM and 5-6 PM
 - M-R Last Names: 2- 3 PM and 6-7 PM
 - S-Z Last Names: 3- 4 PM and 7-8 PM

Locations

- A -- Math, Science, Art
- B -- Social Studies, Health/PE, Driver's Education
- C -- FCS, Business, Tech Ed, Special Education
- D -- English, World Language, Music

