

2020
2021

Instructional Guidebook for Hybrid Learning

CUMBERLAND REGIONAL HIGH SCHOOL
BONNIE POWERS, DIRECTOR OF CURRICULUM

GRADING - STUDENT ACCOUNTABILITY

Grading procedures/expectations, as outlined in our Student Handbook, will be in full effect.

Parents and students are encouraged to check Genesis gradebook two to three times per week to keep up to date on the student's performance on assignments and note any missing work. If a student is missing an assignment or has a low grade, the student and parent should contact the teacher to discuss options to make up and/or improve the student's academic performance. A virtual meeting can be scheduled during office hours, if needed.

To view student grades and attendance, you can log into [Genesis](#) by clicking this link or selecting the Genesis button in the Student or Parent tab on the Cumberland Regional High School website.

If you have any trouble accessing your Genesis account, please contact Ann Marie Greynolds at greynolds@crhsd.org or (856)451-9400, ext. 229.

INSTRUCTIONAL PROGRAM

Key Instructional Terms

Asynchronous Instruction: Teaching and classwork occur remotely without real-time interaction through a virtual meeting space.

Synchronous Instruction: Remote education that happens in real-time (live lessons and/or meetings) where teachers teach and support students

Hybrid In-Person/Virtual Learning: A schedule where students are in person two (2) days a week based on their cohort assignment and then working remotely from home three (3) days a week. (Cohorts A and B)

Full Remote: A schedule where students complete work virtually for all school days

Virtual Friday: Fridays in the hybrid schedule are reserved for a combination of synchronous and asynchronous instruction. All cohorts will learn remotely on Fridays.

Office Hours: A half hour each day where teachers are available to all students virtually from 1:30 p.m. to 2:00 p.m. Office Hours may be used for brief lesson review, to build rapport, and/or provide enrichment. Teachers are to be available the entire half hour. Best practices would include scheduling appointments with students who are struggling with a concept, not handing in work, or need to review for a test.

HYBRID COHORTS

There are four (4) cohorts at Cumberland Regional High School during a hybrid schedule. During a hybrid schedule, Cohorts A and B students attend school in person two (2) days per week. Cohort A reports in person on Monday and Wednesday, and Cohort B reports in person on Tuesday and Thursday. On the other three days of the week, students report virtually to class for a meeting at the beginning of each block. They must stay attentive via the computer during the instructional period (checked through verbal responses and participation in activities) and then work as directed during the practice time.

Cohort A Schedule

Day of the Week	Expectations
Monday	At CRHS School
Tuesday	Virtual from Home
Wednesday	At CRHS School
Thursday	Virtual from Home
Friday	Virtual from Home

Cohort B Schedule

Day of the Week	Expectations
Monday	Virtual from Home
Tuesday	At CRHS School
Wednesday	Virtual from Home
Thursday	At CRHS School
Friday	Virtual from Home

Cohort C reports in person four days a week, Monday through Thursday. Students in this cohort report virtually to class on Friday.

Cohort C Schedule

Day of the Week	Expectations
Monday	At CRHS School
Tuesday	At CRHS School
Wednesday	At CRHS School
Thursday	At CRHS School
Friday	Virtual from Home

Cohort D is fully virtual and does not report to Cumberland Regional High School for in person classes. Students report virtually to class for a meeting at the beginning of each block. They must stay attentive via the computer during the instructional period (checked through verbal responses and participation in activities) and then work as directed during the practice time.

Cohort D Schedule

Day of the Week	Expectations
Monday	Virtual from Home
Tuesday	Virtual from Home
Wednesday	Virtual from Home
Thursday	Virtual from Home
Friday	Virtual from Home

DAILY SCHEDULE

All students (virtual and hybrid) will follow the schedule for each block, which will run for 60 minutes during a Hybrid Schedule with a start time of 7:30 a.m. for block 1. The bell schedule may be adjusted during the first week of hybrid instruction if needed.

Period	Start Time	End Time
Block 1	7:30 a.m.	8:33 a.m.
Block 2	8:37 a.m.	9:37 a.m.
Block 3	9:41 a.m.	10:41 a.m.
Block 4	10:45 a.m.	11:45 a.m.
Lunch/Ride Home	11:45 a.m.	1:25 p.m.
Office Hours (Virtual with Teachers)	1:30 p.m.	2:00 p.m.

For **Half Day Professional Development** days, students will follow a hybrid instruction schedule with all students virtual, but there will be NO Office Hours.

Period	Start Time	End Time
Block 1	7:30 a.m.	8:30 a.m.
Block 2	8:35 a.m.	9:35 a.m.
Block 3	9:40 a.m.	10:40 a.m.
Block 4	10:45 a.m.	11:45 a.m.

School closures for inclement weather (aka SNOW DAY!) will place all students on remote instruction from home. Below is the **Inclement Weather Schedule**, which has NO Virtual Office hours. Class meetings, instruction, and learning follow the expectations of a Hybrid Instruction school day.

Period	Start Time	End Time
Block 1	8:30 a.m.	9:30 a.m.
Block 2	9:35 a.m.	10:35 a.m.
Block 3	10:40 a.m.	11:40 a.m.
Block 4	11:45 a.m.	12:45 p.m.

Microsoft Teams and Online Learning

Microsoft Teams is the hub for learning and instruction during Hybrid and Virtual Learning at Cumberland Regional High School. Students can access Microsoft Teams through their Office 365 account. In their class' Team, students will find access to their class meeting and resources for learning. At Cumberland Regional High School, teachers are using a multitude of

applications and learning management systems for successful student learning, but Teams provides a home base to access these materials and information.

An instructional period is set up consistently with the following format for synchronous learning, which both virtual and hybrid students will follow:

- I. *Class Meeting* – Students must log on to the meeting for attendance to be taken, as well as stay present and participate through this synchronous learning time. Students must join the meeting. If enabled by the teacher, students will be placed into a waiting room. Teachers will then admit students individually.
- II. *Focus Activity* - At the beginning of class, students complete an activity which should take 5-10 minutes.
- III. *Instruction and Presentation*—Teachers will share with students the expectations for the day and deliver any direct instruction needed. By sharing the screen in the class meeting, teachers can demonstrate skills and procedures as well as promote student thought. This time should also include some student participation through questioning and answers or other interactive activity.
- IV. *Independent/Small Group Work*— Students must comply with the teacher’s directions and work to complete assignments and submit the work as directed by the teacher by the appropriate time. If the teacher’s plans allow, virtual students may be released to complete an activity and/or project independently or in small groups. In-person students will complete assignment in the classroom as directed.
- V. *Teacher Support*—For in-person students, the teacher will be available immediately for support and to answer any questions. Teachers will also keep the class meeting open for virtual students to rejoin the meeting at any time during the class period if there is a question or if they need assistance. They may have to wait for admittance to the meeting room if the teacher is working with another student. If the students are sent to small groups in the meeting format (example in Teams or Zoom), teachers will pop into the small group meeting and/or be available to help students in the class meeting room as they are completing the assigned work.

Office Hours

Teachers have designated office hours every day of school, whether all virtual or hybrid instruction is taking place. During this time, teachers may schedule meetings with students to discuss academics and use the time to build relationships to help students succeed in school. Teachers may also use this time for students to drop in for help (via Teams or another virtual meeting space) in an open-house format. Students are encouraged to reach out to their teachers to request a meeting time for extra help or to discuss any concerns or questions.

Virtual Fridays

Every Friday, all students will learn virtually. At their scheduled class time, all students must log on to their class meeting for attendance and directions for the day. Virtual Fridays offer teachers the flexibility to work with students—individually or in small groups—who need support, assign students asynchronous lessons and assignments, teach synchronously as they

would Monday through Thursday, or give an assessment. While each class may look different this day, student attendance and assignments are required.

RESOURCES

Cumberland Regional High School Parent & Student Online Tutorials

Visit the [Tech Help](#) window on the Cumberland Regional High School for assistance, tutorials and other information.

To view student grades and attendance, log into [Genesis](#).

For any questions, please contact your child's guidance counselor or teacher via email.

[Cumberland Regional High School Staff Directory](#)