

PROTOCOL FOR DISTANCE LEARNING

Distance Learning Protocol:

- All instruction shall be delivered through Canvas. All directions and expectations for students will be posted on individual course Canvas pages. **Students are responsible for checking each class on Canvas each day and for being especially attentive to email during this time.** Students should check email at least several times throughout the day.
- **To be counted present, students must log out and then log back in to Canvas every day by 9 AM through the Canvas website, not the mobile app.**
- **Attendance, participation, engagement, and understanding will all be monitored through submitted work.** Students who are not submitting work regularly will be contacted, and will be considered “absent.”
- **Work will be self-paced and guided by deadlines as designated by students’ teachers.** Coursework may be assigned and due in “chunks” so as to allow students to work through the material at their own pace while at home. However, students should pay attention to deadlines set by teachers and adhere to those.
- **Teachers can assign up to four days of activities in a week. Students should expect at least one digital assignment to be turned in per week, but more may be required depending on the nature of the course.** Teachers will plan for activities/assignments to not exceed the amount of time a student would normally be in class plus the time he would normally spend on homework for that class.
- **Teachers will set daily office hours, for a minimum of two hours during the school day.** During these office hours, teachers will make themselves available through a number of online channels to support students and answer questions. Please see each teacher’s individual Canvas page for details about how office hours will be carried out.
- **All coursework will be submitted to Canvas.** There will be a large volume of students around the world using the Canvas platform at once. If for any reason Canvas is down, or a student is unable to submit for any reason, students should email work or share work through the Google suite.
- **If a student is struggling to keep up with the workload,** due to extenuating circumstances, he or she should contact his or her individual teacher to explain the situation.
- **Freshmen, Sophomore, and Junior Capstones have been postponed until next year.** Any work that a student has done on this project up until this point can be used for next year’s Capstone. **Seniors should continue to work on their Capstones and reach out to Mrs. Lachvayder with any questions.** Seniors will not be presenting

Capstones on April 1 and 2 and information regarding new presentation dates will be forthcoming.

Please remember - just because we are not physically in school, it does not mean learning has ceased. **All students are expected to keep up with their coursework and communicate with teachers appropriately.**

Seeking Help/Communication:

- Parents should also regularly check email for school communications and remind students to check their email for messages from the school and teachers.
- Parents are invited to take advantage of teachers' virtual "office hours" to connect, ask questions, and check in on student progress. Outside of office hours, teachers will still be checking email regularly and will respond promptly.
- NDP counselors will be available for any student who wishes to talk. Students should contact their counselor, who will send them a link to their calendar to sign up for a time to talk.
- If you have questions or concerns about technology, please contact IT by submitting a ticket to helpdesk@ndpsaints.org. Please include a phone number in case a member of the IT team has to call you back.
- If you have questions or concerns about coursework, please follow the normal process; First, contact the individual teacher. If the situation is not resolved with the teacher, you may contact the Department Chair. Finally, you may contact:
 - Tracey Heisler, Curriculum and Instructional Development Coordinator, at theisler@ndpsaints.org
 - Emmy Robison, Assistant Principal for Academics, at erobison@ndpsaints.org

PARENTS SUPPORTING THEIR STUDENT TIPS FOR DISTANT LEARNING

Preparing the Learning Environment:

- Dedicate a space in the house as a "learning space." This can be any space with room to work and store materials that won't be disrupted for the duration of the distance learning.
- Students should still be monitored when online whenever possible, even in distance learning. Consider having a dedicated time daily where a parent or other adult can be present to monitor/supervise and ensure safe and on-task decision making.
- Encourage time in the daily plan for exercise, social opportunities with family members and brain breaks.

- Work will be submitted daily via Canvas. Make sure students are clear on your expectations, as well as NDP's expectations, that they will keep up with work. [Click here for instructions about how to observe and monitor your child's work in Canvas.](#)

Helping Students Who May Struggle to Manage Independent Learning:

- Create a daily checklist for work that is due, including estimates for the amount of time for each assignment. This will help students monitor the completion of assignments and stay organized.
- Determine the order of assignments for the day and create a plan for working on assignments, breaks, snacks and meals. Assign amounts of time for each block.
- Have a timer available for students to set for each block of time to help manage daily learning. Discuss acceptable options if a student needs a break before the timer goes off such as getting a glass of water or taking a walk outside.
- Contact Crystal Brooks: cbrooks@ndpsaints.org for more information and support for students with learning needs.

General Tips:

- "Many of us are living a Lent we never expected. We've now been forced to fast from sports and other live events, school, museums, birthday parties, libraries, and so much more than we ever intended. Let's take this gift of time and use it to grow in holiness. There is so much we can do to continue our journey to Easter!" For free spiritual resources, such as online masses, adoration, prayer apps, free bible studies and more, click [here](#).
- Limiting physical contact with others is the most important step we can take to slow the spread of the virus, which is why school is not in session. The CDC recommends discouraging children and teens from gathering in public places, and events of any size should only be continued if they can be carried out with adherence to guidelines for protecting [vulnerable populations](#), [hand hygiene](#), and [social distancing](#). The best way to prevent the spread of the virus is to limit contact with others, so we also caution parents against allowing any gatherings of any size in their homes.
- For more recommendations for families from the Center for Disease Control, visit: [CDC COVID-19](#).
- For more about helping your children manage online learning, student or parent anxiety, and more, read: Washington Post ["Parenting During Coronavirus."](#)