

**Archbishop Riordan High School  
Distance Learning Protocol  
Teachers and Students**

**School Day**

- Teachers will be working remotely during regular school day hours.
- Students are expected to log in to Schoology for each class after 9am each morning and complete all posted assignments on a daily basis.
- Students are expected to communicate with their teachers on a regular basis if they need help with assignments.
- Teachers will respond to any student messages as quickly as possible to ensure student success in their academic progress. Messages from students during the regular school day will receive responses within 60 minutes. Any messages from students sent outside of school time will receive responses by 9:00am the next day.

**Schoology**

- Teachers will post a folder titled, "Daily Agendas and Instruction for Distance Learning." Within this folder, teachers will post a clear daily agenda that includes the following categories:

**Instruction**

- Some version of online instruction (e.g. video, reading, powerpoint).
- Clear indication of which concepts and standard(s) students should be mastering from the "instruction" and what students should do with it (e.g. take notes or answer guiding questions).

**Practice**

- Aligned to lessons and standard(s) with clear instructions and due dates.
- Include clear instructions for digital submission.

**Resources**

- In addition to textbooks, any materials accessible online that will help students complete assignments or answer questions (e.g. office hours, khan academy videos, links to websites).

**Assessment (if applicable)**

- Should measure mastery in a way that will ensure academic integrity. Projects, essays, reports, turnitin.com, should be used whenever possible.
- Include clear instructions for digital submission.

**Office Hours and Parameters for Posting**

- At the top of the daily agenda, teachers will post their availability for office hours (minimum 2 hours per day) regarding any agenda items. During office hours, teachers will be online to respond to messages as soon as received. Office hours may be set up through Schoology messaging/forums, Google forums, or email in order to promptly answer any academic questions students may have.
- Agendas and assignments will be posted by 9:00am each day.
- Each post will be labeled with the corresponding class day.
- Each practice and assessment will be clearly labeled/tagged with the due date and time.