

Student Guidelines for Instructional Continuity

In the event of a school closure, classes will continue online via Schoology. Assuming you are well, the expectation is that you continue to work/study online. If you are sick, your parents are still required to call into the school's attendance line. We have created time/space for you to engage with each of your classes/teachers as an assigned day and time. You will be held accountable for keeping up with your coursework, and everything will be channeled through Schoology. Please note that this is uncharted territory- but this is your learning and your education. We are relying on you to be active and communicative to get the most out of this time that you can. **This chart helps you understand what you are responsible for; please make sure that you review it.**

	Student Action	Using These Tools...
Preview	<p><i>Check and understand what is expected from you for the class period:</i></p> <ul style="list-style-type: none"> ● <i>Locate your class schedule</i> ● <i>Look at your Schoology course Calendar and read Agenda for the class</i> <ul style="list-style-type: none"> ○ Overview of the lesson ○ Objectives & connections to prior lessons/learning 	<ul style="list-style-type: none"> ● Schoology Calendar ● Schoology Update
Prepare	<p><i>Carefully read or listen to materials in Schoology Assignments. You will receive instruction on expected reading/viewing/synthesizing.</i></p>	<ul style="list-style-type: none"> ● Schoology content and links to other sites/platforms.
Engage	<p><i>Schoology Assignment:</i></p> <ul style="list-style-type: none"> ● Reflective writing, journaling, guided note-taking ● Discussion boards, post/share/respond to audio, video, images, media ● Writing, collaborating, peer editing, google docs ● Virtual labs/simulations; home labs/observations ● Practice problems ● Research, writing, projects ● Online assessments 	<ul style="list-style-type: none"> ● Your teacher will be using a variety of Schoology and other online tools. If these tools require you to make an account or log in, please do so with your Carondelet or DLS Google account. <p><i>As much as possible, teachers are using tools that you should already be familiar with.</i></p>
End of Day	<p>Attendance Check (students are present/active)</p>	<ul style="list-style-type: none"> ● Each day you have class, your teacher will take virtual attendance. This may be done in a variety of ways. A completed assignment, participation on a discussion board, asking students to join a virtual class on Meet during your designated class period, reply to an update, participate in a chat on a google doc, or simply respond to an email.

Attendance

The school will move to a full block schedule. *School is still in session*, just in a different space. Each day you have class, *your teacher will take virtual attendance during your designated class period*. Rather than just “present” or “absent,” teachers will look for two things: your “virtual” presence and how active/engaged you are during class. Your attendance will be coded as: **Present/Participating, Inconsistent**

Attendance/Participation, Not Present/Inactive. Attendance may be done in a variety of ways. A completed assignment, participation on a discussion board, asking you to join a virtual class on Meet during your designated class period, reply to an update, participate in a chat on a google doc, or simply responding to an email.

Week of March 23-27					
	Mon	Tue	Wed	Thurs	Fri
8:00 AM	Virtual F/S or Dept. Mtgs	Virtual F/S or Dept. Mtgs	Virtual F/S or Dept. Mtgs	Virtual F/S or Dept. Mtgs	Virtual F/S or Dept. Mtgs
AM 8:30-10:00 10:00-11:30	Per. 2, Per. 4	Per. 1, Per. 3	Per. 2, Per. 4	Per. 1, Per. 3	Per. 2, Per. 4
PM 12:00-1:30 1:30-3:00	Per. 6 Per. 0 or Office Hours Check-Ins (Counselors, Student Life)	Per. 5, 7	Per 6 Per. 0 Clubs, Activities + Community Groups Meet	Per. 5, 7	Per. 6 Per. 0 or Office Hours Check-Ins (Counselors, Student Life)
3:00 - 3:30		Office Hours Check-Ins (Counselors, Student Life)	Office Hours Check-Ins (Counselors, Student Life)	Office Hours Check-Ins (Counselors, Student Life)	

Week of March 30-April 3					
	Mon	Tue	Wed	Thurs	Fri
8:00 AM	Virtual F/S or Dept. Mtgs	Virtual F/S or Dept. Mtgs	Virtual F/S or Dept. Mtgs	Virtual F/S or Dept. Mtgs	Virtual F/S or Dept. Mtgs
AM 8:30-10:00 10:00-11:30	Per. 1, Per. 3	Per. 2, Per. 4	Per. 1, Per. 3	Per. 2, Per. 4	Per. 1,2,3 8:30-9:30 Per. 1

					9:30-10:30 Per. 2 10:30-11:30 Per. 3
PM 12:00-1:30 1:30-3:00	Per. 5,7	Per. 6 Per. 0 or Office Hours Check-Ins (Counselors , Student Life)	Per 5,7	Per. 6 Per. 0 or Office Hours Check-Ins (Counselors, Student Life)	Per. 4,5,6, 12:00-1:00 Per. 4 1:00-2:00 Per. 5 2:00-3:00 Per. 6
3:00 - 3:30		Office Hours Check-Ins (Counselors , Student Life)	Office Hours Check-Ins (Counselors, Student Life)	Office Hours Check-Ins (Counselors, Student Life)	Per. 7, 0 (on this final day, meet from 3:00-4:00pm)

Week of April 6-10- SPRING BREAK No Classes
Spring Break ends April 19th
NEW Schedule Beginning on April 20th

Weeks of April 20-24 & April 27-May 1					
	Mon	Tue	Wed	Thurs	Fri
8:00 AM	Virtual F/S or Dept. Mtgs	Virtual F/S or Dept. Mtgs	Flex/Connection Day* (No Instruction)	Virtual F/S or Dept. Mtgs	Virtual F/S or Dept. Mtgs
AM 8:30-10:00 10:00-11:30	Per. 1,3	Per. 2, 4	Flex/Connection Day * (No Instruction)	Per. 1,3	Per. 2, 4
PM 12:00-1:30 1:30-3:00	Per. 5,7	Per. 6 Per. 0 or Office Hours Check-Ins	Flex/Connection Day* (No Instruction)	Per 5,7	Per. 6 Per. 0 or Office Hours Check-Ins
3:00 - 3:30	Office Hours Check-In	Office Hours Check-In	Flex/Connection Day* (No Instruction)	Office Hours Check-In	

***Flex/Connection Day (No Instruction)**

- Allow students time to connect with teachers
- Allow students to connect with counselors
- Allow students to connect with peers for club and council meetings, for peer tutoring, for social connections
- Allow teachers to reach out to students
- Allow teachers to provide tutoring for students
- Allow teachers to plan and assess
- Allow both to have time off-screen

Communication

Teachers are expected to be in their daily courses on Schoology every school day as are you. Instructions, assignments, and learning materials will be posted on Schoology. Each class day, a calendar agenda update with an overview of the learning objectives and expectations will be available. *Please actively communicate with your teachers about your existing workload.*

Work Load

Your teachers are aiming for a reasonable amount of class work per week. They are considering time for reading/watching/listening, engaging with peers via discussion boards and docs, attending class virtually via Meet or another platform, "homework"/learning tasks, etc. Advanced Placement courses may assign additional work or practice tests as needed.

Office Hours

Teachers plan to answer student questions for the duration of *Office Hours, 1:30-2:30pm on Monday/Fridays and 3:00-3:30 pm on Tuesdays-Thursdays*. They may do this via email, 1:1 Meet conferences, small group Meet calls, the chat function within Google Docs -- or any combination of these methods.

Etiquette of Virtual Video Meetings/Chat

Even though you are at home, please use appropriate behavior/language in virtual video/audio meetings:

- You are IN class- please do not wear pajamas or actually be IN bed while on a video conference. Be dressed and in a place that allows you to fully interact with the class and your teacher.
- Be mindful that teachers and your virtual classmates may see you and what's behind your camera.
- Mute your microphone when you enter the chat.
- Things heard and seen by your teacher during a virtual meeting may be mandated to be reported.
- Make sure that when the meeting/chat is concluded that you "Hang Up" or leave the meeting.

Counselors

School Counselors are online and available all-day during school hours. They are also available for **Google Meet** appointments with parents and students. Please reach out to them directly with any questions and/or to set up an appointment.

A - D	Lauren Stevens	stevensl@dlshs.org
E - K	Scott Drain	drains@dlshs.org
L - Q	Cris Rosales	rosalesc@dlshs.org
R - Z	Lindsay Melaas	melaasl@dlshs.org

Our **College Counselors** are crafting online versions of the Sophomore and Junior curriculum, the former of which has already been sent out to classroom teachers. They continue to work actively with all Seniors; they too are available via email and **Google Meet**, so please reach out to **Janet Appel** (appelj@dlshs.org) and **Esther Lopez** (lopeze@dlshs.org).

Learning Center

Our Learning Center Coordinator, **Jon Norfolk**, has added a course in **Schoology** called, **Learning Center: Live Tutoring and Discussions**. All students are members of the course. Follow these simple guidelines to get academic support from our adult volunteer tutors and our National Honor Society peer tutors:

1. Click on a **folder** and choose your **tutor**. Please mind the tutors' availability hours that are listed and the subjects they tutor. Our adult tutors are available, and please note that NHS tutors' availability is limited. You will have to connect with an NHS tutor through the folder's **Discussion Board**.
2. You have **TWO** options when connecting with tutors on **Schoology**:
 - a. Click the **Live Chat** link to communicate with a tutor on **Google Meet**. This will give you an interactive web face with your tutor. Different options apply to those who do not have cameras or microphones on their laptops or simply do not have a computer at all. See various options in your tutors' folder to **Phone In!**
 - b. Use **Discussion Boards** to post questions and comments with the tutor.
3. Please contact Jon Norfolk (norfolkj@dlshs.org) directly through email if you would like to be referred to a tutor on our **Schoology** course.

If your son is NOT a member of the Learning Center course, contact Mr. Norfolk, and he will add your son immediately.

Library

The De La Salle Librarians will be available to support students and faculty between 7:00 a.m. and 4:00 p.m., Monday through Friday (except Friday, March 20th, which is a virtual Professional Day). They can be reached via email or **Schoology**, and they will be happy to meet in an online forum for additional support if needed. Please feel free to reach out to them with any research or information questions you may have. The Librarians have also transitioned **Book Club** to an online format and will be meeting once per week with each group using **Google Meet**. The De La Salle Library has a wealth of online resources, and the Librarians are here to help students navigate them with confidence and to ease the frustration that can accompany distance learning/research. Our Librarians are **Elaine Seed** (seede@dlshs.org), **Brooke Heskett** (heskettb@dlshs.org), and **Brian Wiersma** (wiersmab@dlshs.org).

Updated: March 27, 2020