

## CHS Digital Learning Day Policy

School closings can disrupt the instructional programs of Catholic High School. To help students remain on pace with their studies during extended absences, administration and teachers of CHS will implement Digital Learning Days (DLD) in the event of a school closure. During Digital Learning Days, students will use their school-issued Chromebook to access Google Meet, an online conferencing tool, and Google Classroom to attend class and keep up with assignments posted by their teachers. All virtual meetings, coursework, and assignments are intentionally designed to keep student learning on track with the course curriculum. Students will be held accountable for logging into online class meetings on time and for the duration of the class, completing all assignments, and turning them in on time, as determined by the subject teacher. Please see more about DLD procedure below.

### **Procedure and Specifics**

- Digital Learning Days will be in effect beginning on Wednesday, March 18 and moving through March 28. During this time, students will continue to attend classes digitally and keep up with assignments posted by teachers each day.
- On Mondays, Wednesdays, and Fridays, students will attend classes digitally, logging into a live Google Meet for each class period. On Tuesdays and Thursdays, learning will be asynchronous. Students will have work to complete for their classes, but they may do so within their own schedule.

#### **Mondays, Wednesdays, and Fridays**

- We will follow a consistent schedule on Mondays, Wednesdays, and Fridays. This schedule will allow for 40-minute classes, 10-minute breaks between classes, and extended lunch. The order of classes will remain consistent and will not rotate. [The Digital Learning Day Schedule for Monday, Wednesday, and Friday is linked here and available on page 3 below.](#)
- On these days, teachers will post links to Google Meet online conferences in the streams of their Google Classrooms along with an agenda for the class period. Students will be expected to follow these links and log into these meetings at the appropriate class times per the schedule below.
- Teachers will post all assignments, daily agendas, and links in Google Classrooms by 8:00 AM.
- Students will not have to log in for study halls, lunches, or Homeroom, only class periods.
- Students are expected to be on time for all class periods and follow all [Professional Standards for the Online Classroom \(below\)](#) when in Google Meet.
- Attendance will be taken in each class period. In order to be counted as present, students must log in on time, remain present for the entire class period, and complete any classwork assigned by their teacher.
- Students that are marked absent for 2 or more periods in a day will receive an unexcused absence for the day. Student participation and attendance at each period is a requirement, and consistent absences will be handled with appropriate action.

- If a home is without power and connectivity, the student must communicate with his/her teachers once the situation is resolved; students are still accountable for the assigned work per the late work policy outlined in each teacher's syllabus.
- If a student is ill to the point that they will not be able to log on or complete their work, parents must email [attendance@chsvb.org](mailto:attendance@chsvb.org) for approval as an excused absence. Teacher class sessions will be recorded for students who may miss class.

### Tuesdays and Thursdays

- Tuesday and Thursday classes will be asynchronous. Students will not have to log into live Google Meets or follow a specific schedule on these days.
- Teachers will post daily agendas by 8:00AM in the streams of their Google Classrooms for any work to be completed asynchronously.
- Students will be able to complete this work within their own schedule.
- On Tuesdays and Thursdays, Catholic High School teachers will be checking email regularly between 8:00 - 3:30 to address students' questions.
- On these days, specific attendance will not be taken. However, students are expected to complete the work assigned to them in order to gain credit and stay on pace with their learning.

### Note For Parents

As we go into this new style of learning, parent support is an important aspect of student success. Teachers will communicate expectations and assignments with students through the Google Classroom streams. Parents are encouraged to check-in regularly on the expectations and assignments by reviewing Google Classroom streams and discussing the content with their children.

## **PROFESSIONAL STANDARDS FOR THE ONLINE CLASSROOM**

### **1. Find the right location to attend class professionally.**

- Students should spend time March 16-17 setting up a designated professional workspace. Ideally, the workspace is a desk or table with adequate lighting and a clear area for a charged Chromebook and all school materials. An organized approach and workspace will be essential during DLDs. Students should be seated upright during class and not lying on the floor, in bed, walking back and forth, etc. The workspace must be free of background noise (TV, music, etc.) and distraction so that you can give your full attention to the class. Neither you nor others should be distracted by your location or background.

### **2. Always keep your camera on and dress/act professionally.**

- Please keep your camera on throughout the duration of the class. You should be attentive and professional in front of the camera. This includes wearing clothing that is appropriate for a class session. A CHS t-shirt or collared shirt would be a good example of what would be considered appropriate.

### **3. Remain attentive in class**

- You should not be having side conversations, engaging with other devices such as a phone or iPad, or taking part in other distractors while in class. Creating side

chats, engaging in off-topic chats, or distracting others when class is in session is not permissible.

**4. Mute your microphone when not speaking.**

- When not speaking, your microphone should be muted to cut down on interference, static, and background noise.

**5. Arrive on time to class and remain for the duration of the period**

- Students are expected to arrive at the virtual class on time and to stay attentive in the virtual learning setting until the teacher dismisses them.

**6. Use a set of headphones with microphone capability (if you have them).**

- If you have them, these are often more reliable for others to hear you participate than utilizing the microphone built into your computer. If you do not have these, you should be able to use the microphone and audio built into your Chromebook.

**7. Take ownership of your learning**

- Digital learning requires a great deal of focus, organization, and maturity. Set high expectations for yourself each day behaviorally and academically and hold yourself accountable for them.

*If any of these protocols are consistently broken, a student may be dismissed from class, and the dismissal will be considered an unexcused absence. The student may receive a 0 for any graded classwork that day and will additionally be subject to further discipline (i.e demerits, detention, and/or suspension).*

**Digital Learning Day Schedule**

*This will be the schedule for Monday, Wednesday, and Friday of DLDs. This order will be consistent. There will be NO ROTATION.*

BELL	TIME
K	7:30 - 8:10
A	8:20 - 9:00
B	9:10 - 9:50
C	10:00 - 10:40
DE/D Lunch	10:50 - 11:30
EF/FG/F Lunch	11:40 - 12:20
GH/H Lunch	12:30 - 1:10
I	1:20 - 2:00
J	2:10 - 2:50
<b><u>Outline</u></b> 40 min classes 10 min breaks in between 1 hour lunch (w/ breaks considered) <b><u>Note for Parents</u></b> Please encourage your students to get up and move during breaks and lunch. These movement breaks are proven to improve healthy brain function for learning!	

## Half Day Digital Learning Day Schedule \*\*

***\*\*This will be the schedule for FRIDAY, MARCH 20 ONLY. There will be NO ROTATION.***

<b>BELL</b>	<b>TIME</b>
<b>K</b>	<b>7:30 - 7:55</b>
<b>A</b>	<b>8:05 - 8:30</b>
<b>B</b>	<b>8:40 - 9:05</b>
<b>C</b>	<b>9:15 - 9:40</b>
<b>DE/D Lunch</b>	<b>9:50 - 10:15</b>
<b>EF/FG/F Lunch</b>	<b>10:25 - 10:50</b>
<b>GH/H Lunch</b>	<b>11:00 - 11:25</b>
<b>I</b>	<b>11:35 - 12:00</b>
<b>J</b>	<b>12:10 - 12:35</b>
<p><b><u>Outline</u></b> 25 min classes 10 min breaks in between 45 min lunch (w/ breaks considered)</p> <p><b><u>Note for Parents</u></b> Please encourage your students to get up and move during breaks and lunch. These movement breaks are proven to improve healthy brain function for learning!</p>	