



NOTRE DAME HIGH SCHOOL

Fall Distance Learning Instructional Plan

Introduction

Student Life + Co-Curricular

Fall Distance Learning Schedule

Student Support + Resources

Instruction + Innovation

Parent/Teacher Communication

Introduction

The COVID-19 pandemic has greatly impacted every aspect of life for our communities. In welcoming the start of the 2020-2021 Notre Dame School year, we do so with a sense of hope, faith, and understanding. We remain hopeful that we can all safely return to campus soon and optimistic that students will get to participate in yearly traditions and celebrate important milestones. Until this time, we are faithfully resolved in preparing learning options that meet the needs of all of our students. As we continue forward, we ask for understanding as we navigate this next phase of learning and appreciate your support and feedback moving forward.

Starting on August 7th, we will begin the new school year with *Catholic Online Synchronous Learning*. This new learning model is a diocesan community approach to distance learning, designed to meet the needs of our students, families, instructors, and administrators. Collectively, this model sets clear guidelines and expectations and will enhance our Distance Learning plan from the 4th quarter of the 2019-2020 school year. Please review our fall bell schedule, which will allow for a seamless transition to a hybrid model or physical classes on campus.

Much thought and preparation have gone into building our academic plan for this new school year. We appreciate your understanding of the fluidity of our circumstances and thank our students, faculty, staff, and parents for their dedication, trust, and strength. We value your opinions and feedback and invite you to submit any inquiries to our website at <https://www.notredamerside.org/about/contactus>

Thank you again for choosing Notre Dame High school. We look forward to an incredible new year together.

Blessings,

RaeAnna Ashton
Principal



Fall Distance Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 7:55	Daily Mass				
8:00 - 9:05	Period 01	Period 05	Period 02 <i>Flex Day</i>	Period 06 <i>Flex Day</i>	Period 04
9:05 - 9:25	Announcement/Break		<i>Wellness Wednesday</i>	Announcement/Break	
9:30 - 10:35	Period 02	Period 06	Period 03	Period 07	Period 05 <i>Flex Day</i>
10:45 - 11:50	Period 03	Period 07	Period 04 <i>Flex Day</i>	Period 01	Period 06
11:50 - 12:10	Lunch				
12:15 - 1:20	Period 04	Period 01 <i>Flex Day</i>	Period 05	Period 02	Period 07 <i>Flex Day</i>
1:25 - 2:30	<ul style="list-style-type: none"> • Student Work Hour • Office Hours by Appointment 	<ul style="list-style-type: none"> • Period 08 Home Room Check-In 	<ul style="list-style-type: none"> • Co-Curricular Hour • Open Office Hours 	Period 3 <i>Flex Day</i>	<ul style="list-style-type: none"> • TAC Hour • Student Work Hour • Office Hours by Appt.

Schedule Key



Morning Mass

Available online throughout the week for our community.



Announcements/Break

Check our website each morning for campus news + updates.



Lunch

Take a moment to eat + recharge during our daily lunch break.



Student Independent Work Hour

Designated time for students to focus on assignments + class organization.



Teacher Office Hours

Office hours available 3x a week. Open office hours Wed. and by appointment Mon. + Fri.



Flex Day

Designated Flex Day class periods allows opportunities for synchronous *or* asynchronous class meetings + instruction.



Wellness Wednesday

Opportunities to help student physical, mental, and spiritual health will be available to students weekly on Wednesday.



8th Period Check In

Formerly Mentor, students will check in with their "home room" teacher. Allowing time for extra help.



Co-Curricular Hour

Designated meeting time for community service, sports, campus leadership groups, performing arts, tutoring sessions, meetings, + more!



Titan Activities + Club (TAC) Hour

Designated time for club meetings. Virtual events, and other activities will also be available.

Instruction + Innovation

Instruction

- ✓ Live, engaging classroom meetings two times a week.
- ✓ One flex day for each class period. This scheduled flex day allows for either synchronous or asynchronous instruction.
- ✓ Visible teacher presence in each class meeting.
- ✓ Clear and accessible assignment instructions and deadlines.
- ✓ Clear expectations, standards, and learning goals for each class.
- ✓ Visible lesson plans and assignments at the start of each week.
- ✓ Adjusted instruction and pacing for online classes.
- ✓ A variety of formative and summative assignments.
- ✓ Meaningful, robust feedback for graded assignments.
- ✓ An open line of communication will be available to students + parents.

Innovation

- ✓ Engaging live class meetings via video conferencing and discussion boards.
- ✓ Innovative opportunities for students to demonstrate content knowledge through a variety of stages and outlets.
- ✓ Utilizing student iPads + technology to deepen learning and understanding.
- ✓ Teachers will design units and/or assignments with Creativity, Collaboration, Research, Evaluation, Sharing, and Teaching in mind.
- ✓ Teachers will utilize various mediums to evaluate student performance-such as: written, video, and various project-based assignments.
- ✓ Opportunities for student collaboration will be made available for assignments.
- ✓ Differentiated learning opportunities will be made available in each class.
- ✓ Designing “learning experiences [that] are active, personal, collaborative, relevant, and creative.”
(Apple: Innovation in Schools)



Instructional Plan

	Guidelines + Expectations	Communication
Class Minutes + Live Instruction	<p>Each course has three-65minute class periods a week</p> <ul style="list-style-type: none"> • 2 synchronous class meetings: Teachers will meet <i>live</i> with their class via Zoom. • One Flex Day: class meetings may be asynchronous <i>or</i> synchronous depending on the needs of that course. This could change week to week. 	<p>If a class is NOT live on a regular class meeting, parents should email the teacher first. If additional support is needed, please contact Student Services.</p>
Flex Day	<p>Teachers can assign synchronous or asynchronous class meetings during Flex Days. On Flex Days, students will not be required to meet live with their teacher <u>unless instructed</u>.</p>	<p>If a class is NOT live on a Flex Day, this is to be expected. Parents can view learning material for the day on Schoology or email the teacher.</p>
Course Work	<ul style="list-style-type: none"> • Students and parents can view lesson plans and course work for the week on Schoology each Monday. • While each course is set up according to the needs of the class, students will be able to view all graded coursework in the class' "assignments due" folder. • Assignments due dates will vary by class. Students will need to organize accordingly. 	<p>If a student cannot easily identify the assignments due folder, please email your teacher for additional guidance. Administrative support can be directed to Assistant Principal Roxana Loson at rloson@ndhsriverside.org</p>
Assignment Grading + Feedback	<p>Grading</p> <ul style="list-style-type: none"> • Students can expect assignments to be graded and returned with a one-week time frame. Detailed essays and projects may require additional grading time. Teachers will communicate this with the class. <p>Feedback</p> <ul style="list-style-type: none"> • Students can expect meaningful feedback for graded assignments. This feedback may be in the form of a detailed grading rubric, teacher feedback, written details, voice recordings, etc. 	<p>If there has been a delay in graded assignments, or if a student needs additional clarification on a grade earned, please email your teacher first. If additional support is required, please contact the Student Services office. Administrative support can be directed to Assistant Principal Roxana Loson at rloson@ndhsriverside.org</p>
Student Attendance	<p>Students are expected to sign in to class meetings <u>on time</u> during all synchronous class meetings. Students are responsible for all work missed while absent. Please review your teacher's rules regarding absences in your course syllabus.</p>	<p>If a student is absent from class, the student should contact their teacher directly. For more serious issues, parents can contact Assistant Principal Chris Johnson at cjohnson@ndhsriverside.org</p>
Zoom Class Meeting Etiquette for Students	<ul style="list-style-type: none"> • <i>Join class meetings <u>on time</u> and prepared to learn.</i> • <i>Cameras must be on during the entire class meeting.</i> • <i>Cameras should be on as soon as class begins. Teachers should not have to ask for cameras to be started.</i> • <i>Be mindful of your workspace.</i> • <i>Students should be in a common area work space with limited distractions while in class.</i> • <i>Cell phone use and other distractions should be limited.</i> • <i>Participate in your learning experience! Interact, ask questions, and engage with your class.</i> • <i>Be mindful of virtual backgrounds and thumbnail images.</i> 	<ul style="list-style-type: none"> • If a student experiences an issue logging in to a Zoom meeting, they should email their teacher as soon as possible. • Teachers will contact parents if a student disrupts class or has not logged in consistently.



Student Life + Co-Curricular Opportunities

Activity	About	How to Get Involved
Campus Activities	<p>Students are invited to participate in various campus activities each week. Some activities may include:</p> <ul style="list-style-type: none"> Invitations to attend Mass Themed spirit weeks + events Join clubs + other activities Wellness Wednesday Community service opportunities 	<ul style="list-style-type: none"> If a student is looking for opportunities to get engaged with our community, please contact our Activities Director Mrs. Hernandez at mhernandez@ndhsriverside.org If a parent is looking to get involved on campus, please email our ND Parent's Guild at parentsguild@ndhsriverside.org
Faith Life at ND	<ul style="list-style-type: none"> Students and parents are invited to attend Mass with our community each morning from 7:30-7:55AM. Our Peer Ministry team will host faith-building activities for students. Daily reflection opportunities. 	<p>For additional faith-building opportunities, please contact our Assistant Principal Mr. Johnson at cjohnson@ndhsriverside.org or Fr. Paul Schmidt at pschmidt@ndhsriverside.org</p>
Athletics	<ul style="list-style-type: none"> CIF has prepared a two-season schedule for High School sports beginning in January 2021. Students can access general information on our website or team-specific via the Band App. Practices for teams will resume once state, local, and Diocesan guidelines are available. 	<ul style="list-style-type: none"> Students can join a team Band by visiting our website at www.notredameriverside.org/athletics Additional athletic inquiries can be sent to our Athletic Director- Mrs. Espino at respino@ndhsriverside.org
Performing Arts	<ul style="list-style-type: none"> Our Notre Dame Theater Guild, Church Choir, and Church Band are a great way to get involved at Notre Dame! Interested students can contact our theater director Mr. Webb for more information on how to participate in our performing arts groups. 	<ul style="list-style-type: none"> Contact our theater director Mr. Webb at jwebb@ndhsriverside.org
Clubs	<ul style="list-style-type: none"> Students are encouraged to join a campus club. Students will be able to view a club list and learn more about each club during our Opening Assembly August 12th! Students can join clubs during <i>Club Rush Days August 24th-28th</i> 	<ul style="list-style-type: none"> If a student is looking for additional club information, please contact our Activities Director Mrs. Hernandez at mhernandez@ndhsriverside.org
Community Service	<ul style="list-style-type: none"> Students are required to complete a minimum of 100 community service hours before graduation. <ul style="list-style-type: none"> Freshmen Year: 15 hours Sophomores Year : 20 hours Juniors Year: 30 hours Seniors Year: 35 hours Transfer students will need to meet course depending on the required amount for the year they arrive. Hours are tracked via the X2Vol website. More information on accessing you account will sent to students by September. 	<ul style="list-style-type: none"> Students will receive instruction on using X2Vol and recording community service hours starting late August. Additional support and information can be directed to Assistant Principal Chris Johnson at cjohnson@ndhsriverside.org
Contact a Student Leader	<ul style="list-style-type: none"> Students interested in new campus initiatives, sharing thoughts, or looking to get more involved can contact our ASB President for guidance. 	<p>Contact our ASB President at Madeline Wolesky at mw1206119@ndhsriverside.org</p>
Looking for study groups or friend groups?	<ul style="list-style-type: none"> All students looking for additional ways to connect with students can contact our AS Executive Cabinet. They can help you find more information about clubs, sports, study groups, and more. 	<p>Contact our ASB President at Madeline Wolesky at mw1206119@ndhsriverside.org</p>



Student Support + Resources

- **View Classes , Assignments , + Grades:** Schoology LMS (Learning Management Service)
- **Announcements, Events, + Updates:** Schoology, [Website Student Portal](#) , + social media
- **Student Activities:** Check Schoology + social media for club info, events, community service + more
- **Student Help: Grades, Tutoring, Testing, College Info, Wellness Support, + more**
 - Contact your counselor
 - Students A-L: *Mrs. McKeehan*- bmckeehan@ndhsriverside.org
 - Students M-Z: *Mrs. Ott*- dott@ndhsriverside.org
- **Assignment Help**
 - Contact your teacher during office hours.
- **Apps + iPad, and Tech Support:** Submit a help ticket on our website at <https://www.notredameriverside.org/student-portal/techsupport>

Parent Communication

Communication to parents

- Weekly Emails from the Principal
- School announcements + news on via Schoology, social media, and our [website Parent Portal](#)
- Course updates and assignment detailed in Schoology
- Class assignments + expectations posted each Monday on Schoology
- Grade-Level communication from teachers
- Teacher Emails to students and parents
- Deadline and other academic information from Student Services

How to communicate with us

- **How to Contact Teachers**
 - *Email:* View teacher emails on our website contact page at <https://www.notredameriverside.org/about/directory>
 - *Phone calls* through our main campus line at 951-275-5896 beginning August 7, 2020
- **Administrative Support**
 - Curriculum + Instruction:
Mrs. Loson, Assistant Principal of Student Services
rsloson@ndhsriverside.org
 - Attendance + Discipline:
Mr. Johnson, Assistant Principal and Dean of Students
cjohnson@ndhsriverside.org
- **Academic + Student Wellness Support**
 - Counselors
 - Students A-L: *Mrs. McKeehan*- bmckeehan@ndhsriverside.org
 - Students M-Z: *Mrs. Ott*- dott@ndhsriverside.org
- **Activities:** Mrs. Hernandez at mhernandez@ndhsriverside.org
- **Faith + Campus Ministry:** Mr. Johnson at cjohnson@ndhsriverside.org | Fr. Paul Schmidt pschmidt@ndhsriverside.org