ACADEMY *of*
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INSPIRING YOUNG WOMEN
SINCE 1856

Online School Protocol and Etiquette for Students

This protocol has been developed should Notre Dame be closed for an extended period of time during the school year. Students are expected to follow this protocol, and must check their email every school day. Should you have any technical questions, please email tech@ndapa.org*.*

What is the schedule for the day?

In the event of online instruction, Notre Dame will continue to follow our letter-day rotation, with the following class schedule in place (see below):

8:15 - 8:45	**OPEN TIME** - morning prayer, checking email and preparing for the day, connecting with teachers or student support by appointment
8:45 - 9:45	Slot 1
9:45 - 10:45	Slot 2
10:45 - 11:45	Slot 3
11:45 - 12:15	**BREAK/LUNCH** - teachers and students unplug
12:15 - 1:15	Slot 4
1:15 - 2:15	Slot 5
2:15 - 3:00	**OPEN TIME** - connecting with teachers or student support by appointment

Note that we will follow this schedule on Monday, Tuesday, Thursday and Friday. Wednesdays will feature an "off-line" day, when no classes will be scheduled. However, we will still participate in Community Prayer, and mindfulness exercises will be provided. Students should use this day to catch up on any missed work, and schedule time to meet with teachers and administrators.

Students are expected to attend each class period of the day, with the exception of studies; students do not need to check in for studies. Each Monday, teachers will share their schedule for the week, including expectations for synchronous time. Students must attend each scheduled class by logging onto the Google Meet, although they will not be kept online for the entire hour long period. Teachers will spend some of the hour in synchronous instruction, and some in asynchronous (independent work) time. Attendance will be taken each period, and undocumented absences will be treated as skipped classes.

Students can expect to receive work from each of their classes *prior to their class beginning*. Students will only receive work on a given day from the courses they were expecting to attend. For example: if it's a B-day, and the class meets every 6th period— class work should be made available to the student by 8:15am at the latest. If homework is assigned, it could be due by 1pm the next day, at the earliest (the next time 6th period meets, on C-day). If students experience schedule or workload communication issues, please email Mrs. Bonner or Mrs. Burke.

Note: All classes are assumed to be running unless specified otherwise. This includes all electives and specials. If you have a study period, you are expected to use this time similar to a regular study period: get work done, meet with teachers, etc. You do not need to log onto a Google Meet for a study.

During this schedule, all teachers will be hosting "student hours" from 8:15-8:45am and from 2:15-3pm each day, as well as throughout the day on Wednesday. During these times, students can request virtual meetings with teachers, or send emails with the expectation of getting a quick response. This is to ensure the student-teacher relationship remains strong, and to more directly work with you on challenges you might be experiencing—live meetings are encouraged. Please talk to your teacher about how to schedule a meeting during student hours.

In general, clearly understand what expectations your teacher has for an online class. Understand how your teacher will communicate with you, when work will be done, and how work should be submitted. If you are not crystal clear on the expectations for each of your classes, reach out to your teacher as soon as possible.

What if I am sick or would have been absent?
Please continue to follow the same protocol for excused absences: calling the Main Office that morning. If you will be absent for an extended period of time, you will still need a doctor's note. In this case, please reach out to your teachers, counselor, and Mrs. Bonner/Mrs. Burke to discuss making up work; your teachers will want you to rest and recuperate, so do not hesitate to inform them. If you are waiting on Covid-19 test results, please have your family email Dr. Willis and Mrs. McCulloch. If a student does not have an excused absence reported by 8:15am, it will be assumed they should be present in all of their online classes.

Video Conferencing Etiquette
There will be a great deal of video conferencing during this time, and for some students, this may be your first formal introduction to video conferencing. Below are a few things to keep in mind:
- Consider your appearance on the webcam. The less seriously you take the video conference, the harder it will be to learn the material or participate in the class. *Students are required to wear their ND polo/ND sweatshirt during classes and when conferencing with teachers.*
- Consider what is in the background of your video. Nothing is more embarrassing than an awkward or inappropriate poster or item in your background. A blank background is easiest to work with, but be considerate.
- Consider the lighting for your room. A poorly placed light or sitting in front of a window will create a shadowy effect. Play around with the lighting prior to logging onto the video conference.
- Consider your internet connection. If your internet is lagging, consider restarting your computer and be aware of how far away you are from your home internet router.
- Remember that a video conference has the same degree of respect as a live class. You wouldn't randomly call out or fall asleep during class (let's hope!), so please continue that respect on the webcam.

Honor Code

The Honor Code is not limited to Notre Dame's campus; it is something we at Notre Dame uphold throughout our life. Despite this being a new situation, recognize that the expectations for school are still in place. Your teachers are here to support your success, and the most successful environment is one in which healthy communication and high expectations are upheld. This is quintessential to Notre Dame, and is the heart of our Honor Code.