

NDPMA VIRTUAL LEARNING HANDBOOK

NDPMA Teacher and Student Online Learning Expectations

Lower School

Updated for the 2020-2021 School Year

Teacher Expectations

Core Classroom Teachers:

Monday Mornings: Teachers will hold a Zoom with the entire class to go over the upcoming week.

Tuesday: Teachers will hold a Zoom with 1/2 the class in the morning for reading/writing, and religion and 1/2 the class in the afternoon.

Wednesday: Teachers will hold a Zoom with 1/2 the class in the morning for math and 1/2 the class in the afternoon

Thursday: Teacher available for questions or check in.

Friday: Teachers will hold a Zoom with 1/2 the class in the morning for science or social studies and 1/2 the class in the afternoon.

Spanish Teachers:

Thursday: Teachers will hold 1/2 class sessions with each class in the morning and afternoon

All Teachers: Will determine how students are to submit assignments and communicate/teach students which format to use. Teachers will also communicate this to parents.

Core Classroom teachers are expected to post assignments on Monday mornings in PowerSchool

Spanish Teachers are expected to post assignments on Monday mornings in Powerschool

Specials Teachers are expected to post Bi-weekly assignments and ideas on Monday mornings in Powerschool.

Please set due dates, however try to be flexible and understanding. Expect that some students may have technical issues, illnesses or other logistical issues beyond their control.

Student Expectations

Students:

Students are required to be in the assigned Zoom sessions scheduled with the core classroom and Spanish teachers.

Students will find all assignments, links to resources, and task-lists on PowerSchool. Note: students may be instructed to turn-in assignments in a variety of ways, as directed by the teacher (teach the skill).

If you are having trouble finding something on PowerSchool, please ask your teacher or another classmate.

Parents, if there are any issues with delivery of assignments or other issues please contact Mrs. Atkins, datkins@ndpma.org

LS Daily Schedule

Monday: 8:00 AM Core Class Zoom/Team Meeting

*Students will work remainder of the day on assignments

*Core and Special teachers will have office hours for the remainder of the day

Tuesday: 8:00 AM- 9 AM 1/2 Class (determined by teacher with student number)

*Reading/Writing/Religion

12:00 PM-1 PM 1/2 Class (determined by teacher with student number)

*Reading/Writing/Religion

Wednesday: 8:00 AM-9:00 AM 1/2 Class (determined by teacher with student number)

*Math

12:00 PM-1:00 PM 1/2 Class (determined by teacher with student number)

* Math

Thursday: 8:00 AM Spanish Gr. 2-5 Profe Wyza will set 30 minute Zoom/Teams to meet with 1/2 the class throughout

the day

8:00 AM Spanish PK 3-1 Profe Tapia will set 30 minute Zoom/Teams to meet with 1/2 the class throughout

the day

Core Classroom Teachers will have office hours for the day

Friday 8:00 AM-9:00 AM 1/2 Class (determined by teacher with student number)

*Social Studies/Science

12:00 PM-1:00 PM 1/2 Class (determined by teacher with student number)

Bi-Weekly on Monday: PE, Tech, Music and Art teachers will post activities and ideas.

Middle School

Teacher Expectations

Student Expectations

Updated for 2020-2021 School Year

Virtual Learning Schedule

A Day

1 8:00 - 9:00 a.m.

2 9:15 - 10:15 a.m.

Community Time 10:30 - 11:00 a.m.

Lunch 11:00 - 11:55 a.m.

3 12:00 - 1:00 p.m.

4 1:15 - 2:15 p.m.

2:15 - 3:00 p.m. Office hours or by appointment

Virtual Learning Schedule

B Day

5 8:00 - 9:00 a.m.

6 9:15 - 10:15 a.m.

Community Time 10:30 - 11:00 a.m.

Lunch 11:00 - 11:55 a.m.

7 12:00 - 1:00 p.m.

8 1:15 - 2:15 p.m.

2:15 - 3:00 p.m. Office hours or by appointment

Teachers are required to take and report attendance and host a live class video conference at the beginning of each scheduled class period.

Possible Topics:

- Prayer
- Review daily expectation/lesson
- Take attendance in MyNotreDame
- Have face-to-face time
- Allow students collaboration time
- Tutorial/Answer questions
- Check In. How are you?

Students are required to attend and participate in daily, live video conferences with teachers for each class period.

- Teacher Zoom links will be posted on their PSL bulletin board/home page.
- Attendance will be taken for each class.
- Be on time and prepared for each class, just as if we were in person.
- If you are having connectivity issues or tablet issues, please contact your teacher and IT itsupport@ndpma.org as soon as possible to let him/her know.

Teachers will be expected to post assignments on PowerSchool for each school day. The number of lessons or assignments posted should correspond to the cycle and number of meetings that the class meets that week.

All new assignments will be posted by the start of the class period on the day the class meets. Due dates for assignments may only be scheduled on days that the class meets.

Please set due dates, however, try to be flexible and understanding. Expect that some students may have technical issues, illnesses or other logistical issues beyond their control.

Students will find all assignments, links to resources, and task-lists on PowerSchool. Note: students will turn-in assignments in a variety of ways, as directed by the teacher (teach the skill) One Note, PowerSchool, Khan Academy, textbook companion sites, etc. (check the bulletin board home page on PowerSchool to review how/where to turn in assignments)

Video conferencing links (Zoom, Google Meets, Teams, etc.) will be provided on the teacher's PowerSchool Homepage for that day.

The Resources Page on PowerSchool will provide additional information for students about sites, webpages, and online materials used for that class.

If you are having trouble finding something on PowerSchool, please ask your teacher or another classmate.

Check your email regularly throughout the school day.

Community Time will continue to be a part of our daily schedule which will allow students to:

- Meet regularly with their advisor

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- Meet regularly with their advisor

- **Meet with teachers for tutorial**
- **Meet in small groups to work on assignments**
- **Meet with counselors, campus ministry, etc.**
- **Build community**

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- **Meet with counselors, campus ministry, etc.**
- **Build community**

Teachers will be available by appointment for students who need additional assistance.

If a student needs additional assistance, please schedule a meeting with your teacher and/or advisor.

Teachers will establish and post online office hours.

Upper School

Teacher Expectations

Student Expectations

Updated Nov. 16, 2020

*****VIRTUAL LEARNING WILL CONTINUE ON SNOW DAYS*****

Virtual Learning Schedule (no change in schedule)

A Day

1 7:45-9:05 am

2 9:15-10:35 am

Community Time 10:45-11:10 am

3 11:20-1:20 pm

One: Lunch 11:20-11:55 am; Class 12:00-1:20 pm

Two: Class 11:15-11:55 & 12:40-1:20 pm; Lunch 12:00- 12:35 pm

Three: Class 11:15-12:35 pm; Lunch 12:40-1:15 pm

4 1:25-2:45 pm

Virtual Learning Schedule (no change in schedule)

B Day

5 7:45-9:05 am

6 9:15-10:35 am

Community Time 10:45-11:10 am

7 11:20-1:20 pm

One: Lunch 11:20-11:55 am; Class 12:00-1:20 pm

Two: Class 11:15-11:55 & 12:40-1:20 pm; Lunch 12:00- 12:35 pm

Three: Class 11:15-12:35 pm; Lunch 12:40-1:15 pm

8 1:25-2:45 pm

Teachers are required to take and report attendance and host a live class video conference at the beginning of each scheduled class period.

Possible Topics:

- Prayer
- Review daily expectation/lesson
- Take attendance
- Have face-to-face time
- Allow students collaboration time
- Tutorial/Answer questions
- Check In. How are you?

Students are required to dress in school polo and to attend and participate in daily, live video conferences with teachers for each class period.

- Teacher Zoom links will be posted on their PSL bulletin board/home page.
- Attendance will be taken for each class.
- Be on time and prepared for each class, just as if we were in person.
- If you are having connectivity issues or tablet issues, please contact your teacher and IT itsupport@ndpma.org as soon as possible to let him/her know.

Teachers will be expected to post assignments on PowerSchool for each school day. The number of lessons or assignments posted should correspond to the cycle and number of meetings that the class meets that week.

All new assignments will be posted by the start of the class period on the day the class meets. Due dates for assignments may only be scheduled on days that the class meets.

Please set due dates, however, try to be flexible and understanding. Expect that some students may have technical issues, illnesses or other logistical issues beyond their control.

Students will find all assignments, links to resources, and task-lists on PowerSchool. Note: students will turn-in assignments in a variety of ways, as directed by the teacher (teach the skill) One Note, PowerSchool, Khan Academy, textbook companion sites, etc. (check the bulletin board home page on PowerSchool to review how/where to turn in assignments)

Video conferencing links (Zoom, Google Meets, Teams, etc.) will be provided on the teacher's PowerSchool Homepage for that day.

The Resources Page on PowerSchool will provide additional information for students about sites, webpages, and online materials used for that class.

If you are having trouble finding something on PowerSchool, please ask your teacher or another classmate.

Check your email regularly throughout the school day.

<p>Community Time will continue to be a part of our daily schedule which will allow students to:</p> <ul style="list-style-type: none">● Meet regularly with their advisor● Meet with teachers for tutorial● Meet in small groups to work on assignments● Meet with counselors, campus ministry, etc.● Meet with college reps (NDP)● Build community	<p>Community Time will continue to be a part of our daily schedule which will allow students to:</p> <ul style="list-style-type: none">● Meet regularly with their advisor● Meet with teachers for tutorial● Meet in small groups to work on assignments● Meet with counselors, campus ministry, etc.● Meet with college reps (NDP)● Build community <p>NDP Community Time activities and links will be posted on our shared CT calendar (PSL CT page)</p>
<p>Teachers will be available by appointment for students who need additional assistance.</p> <p>Teachers will establish and post online office hours.</p>	<p>If a student needs additional assistance, please schedule a meeting with your teacher and/or advisor.</p>

NDPMA Virtual Learning Etiquette and Expectations

NDPMA Rules of Etiquette

As we navigate a new world of virtual learning, there will be opportunities for class video conferencing, and we want to make every effort as educators to keep ourselves and our students safe in the ever-changing world of digital technology.

Middle and Lower Schools

Teachers

Students

Grades PK3-5th Grade: Teachers will schedule Zoom sessions as outlined in “Teachers Expectations” above.

Grades 6-8: Teachers will schedule video conferences as outlined in “Teacher Expectations” above.

Participate in video conferencing with the permission of your parent/guardian.

Teachers will post video conferencing information on the PowerSchool class homepage with date, time, and link.

Be mindful that the conference is a “classroom” and one should act accordingly and inline with our Mission. Be on time, and be prepared to learn.

Sit in an office-like setting.

Sit in an office-like setting (not a bathroom or sitting on your bed).

When available, record the session (available on Zoom) and provide the link on PSL for students to view at a later time.

Turn on the video function so the teacher can see your face and so you can fully participate in the virtual classroom. Display your first and last name.

Remind students to “mute” their microphone unless they are preparing to speak.

“Mute” your microphone. All the background noise of the class makes a lot of sound.

Teachers are required to utilize the privacy tips provided by Zoom, Google Meet, Teams, and the NDPMA IT Department.

At any point, students are prohibited from sharing the class video conferencing link with students outside of their class or school. Students are not allowed to enter or record a video conference class without permission from the teacher.

Optional:

- Disable the chat feature if it becomes a distraction.
- Utilize the Waiting Room feature to allow students in your class.

The “chat” feature must be used thoughtfully and on topic. The expectations stated in the NDPMA student handbook are still applicable in the virtual classroom setting.

NDPMA Virtual Learning Etiquette and Expectations
Updated Nov. 16, 2020

NDPMA Rules of Etiquette

As we navigate a new world of virtual learning, there will be opportunities for class video conferencing, and we want to make every effort as educators to keep ourselves and our students safe in the ever-changing world of digital technology.

Teachers	Students
Video conferencing and online class meetings (tests, labs, lessons, class discussions) must only take place during that particular class's scheduled meeting time. When available, please record and post your video lesson/link on PSL.	Respect your online classroom environment and the environment of those virtually around you. The expectations stated in the NDPMA student handbook are still applicable in the virtual classroom setting. Be mindful that the conference is a "classroom" and one should act accordingly and inline with our Mission.
Sit in an office/professional setting and be aware of your background and surroundings. Remind students to use their mute button when they are not speaking and to use the chat optional only for academic purposes.	Establish a clear work area with limited distractions. Be aware of your surroundings and background. Music and television should not be heard through your computer during class. Sit at a desk or in an office type setting (not in a bathroom or sitting on your bed).
When available, record the session (available on Zoom) and provide the link on PSL for students to view at a later time.	Turn on the video function so the teacher can see your face and so you can fully participate in the virtual classroom. Display your first and last name. If a student's FULL face is not visible, teachers may remove the student from their Zoom or Teams. Students will then be considered absent for the day. If a student is in a dark room and not visible, shows only their forehead, displays their ceiling fan or ceiling or has their video turned off, teachers may remove them from your Zoom. In order to have the best virtual learning experience possible, students who are learning at home are expected to fully participate.
Optional: disable the chat feature if it becomes a distraction.	The "chat" feature must be used thoughtfully and on topic.
Remind students to "mute" their microphone unless they are preparing to speak.	"Mute" your microphone. All the background noise of the class makes a lot of sound.
Teachers are required to utilize the privacy tips provided by Zoom and the NDPMA IT Department.	At any point, students are prohibited from sharing the class video conferencing link with students outside of their class or school. Students are not allowed to enter or record a video conference class without permission from the teacher.