Central Catholic High School Digital Learning Day (DLD) Protocol
SHORT TERM CLOSURE (1-5 days)

When the school is required to close due to COVID related reasons, **the first day of closure will be a no school day for students**. Teachers will use that day to prepare for digital learning. The following protocol will go into effect on the **second day** of a temporary closure unless otherwise determined by Central Catholic High School administration.

What is needed by faculty?

- Faculty must post digital assignments/instructions and Zoom links on Canvas **no later than 7:30 AM for the scheduled day's courses.**
- Students and faculty are required to synchronously attend the courses, outlined on the master calendar/Central Catholic website, via Zoom.
- Attendance must be recorded for those who are absent in PowerSchool. If teachers do not physically see the student on camera, they should be marked as absent.
- Digital assignments are required only for the courses that would normally meet on the day of closure.
- Clarify digital classroom expectations for work time and participation.
- Faculty will post "Office Hours," during which they will be available to interact with students digitally or respond to questions online. These may be before or after school, or during prep times.
- We recognize that creating an online class and giving feedback takes time and without parameters, could be overwhelming. Therefore, we have set the guidelines regarding email and response times. Teachers are advised to only respond to parent or student emails during the hours of 7:30am and 4pm. Teachers are not to respond to parent or student emails after 4pm.

When are assignments due?

- Any digital deliverables required by a teacher must be submitted by the student, **no later than 11:59 pm on the day of the deadline given by the teacher** if school is still closed.

What if students are ill or do not have access to the internet?

- If a student is ill or unable to engage in digital work due to a power/internet disruption, parents/guardians should mark their student absent in SchoolPass or email attendance@centralcatholichigh.org.
- Central will mark the student's excused absence in Powerschool for that day.
- Faculty should provide extensions or exemptions as needed per their usual practice regarding absences and make appropriate, reasonable accommodations for students who did not have access to power/internet at home.

What kind of assignments should students expect?
- Depending on the course, students may expect a series of smaller assignments or a longer assignment intended to take place over the course of the closure.

- **Attendance**:
  - Students are expected to virtually attend each class following the school bell schedule.
  - Teachers will take attendance based on cameras on, and students prepared for learning based on the zoom expectations outlined below
  - Tardies will count and will be marked accordingly in attendance.
  - We will follow the set school calendar for the daily bell schedule

- **Zoom Expectations:**
  Teachers will have at least one zoom link, with a password, posted on the Canvas Homepage for students to access. We recommend that teachers use the waiting room option, which can be found at https://zoom.us/profile/setting. This allows teachers to screen any individual coming into the meeting.
- Teachers will require appropriate etiquette within any video conference meeting. These protocols include:
  - Students should be awake and out of bed before entering the meeting
  - Students should be prepared to learn (attentive, engaged and active)
  - Students should have resources needed nearby (books, papers, pens, etc.)
  - Students will login using their school email account and use full name
  - Students are required to have the camera on while attending meetings
- Video Conferences are subject to the same codes of conduct as would apply to in-person interactions, which include but are not limited to using appropriate language, conducting oneself appropriately, and dressing as one would for school.
- Any inappropriate actions taken are subject to disciplinary procedures outlined in the Student Handbook.
  See Canvas Expectations for students. Please feel free to share this with your students.

- **Canvas expectations:**
  All access and communication about coursework will be directed through Canvas. Teachers should still expect to guide and work with students to better understand the intricacies of Canvas.
  Please see the Canvas Guidelines teachers are asked to use for their courses.

- **Due dates:**
  Due dates for assignments and projects are highly varied by course. Because of this variability, we suggest that smaller assignments are due at the time of the next class meeting (digital or on-campus).

- **Late Policy:** Please communicate with students who are absent and determine if they were sick during that time. Make adjustments where necessary and deemed appropriate.

- **Assessments:** Formative and summative assessments should be created to gain an understanding of the students progress toward learning goals. Teachers should keep in mind that students will always have access to a device, online content and oftentimes notes. Summative assessments will have to look different then they traditionally have. Small formative assessments and check-ins are appropriate if used on occasion.

- **Final Exams:**
  Final exams for Junior and Senior courses should consider the possibility of being an online examination. We do not know when we will be in a short term closure, so thinking ahead about how the final will be affected and modified for online is necessary. Final projects which are summative in nature are still acceptable.

- **Student academic workload:**
  Online work takes longer to complete, therefore, the assigning of online assignments should keep this in mind. Additionally, please include interventions to meet various learning needs. The average work day for a student should not exceed 6 hours of combined work from all of the classes for that day. Since we will have 4 periods a day, work should be between 1 and 1.5 hours maximum for any class, for a total of 4-6 hours of work.

For Teachers:
If you are in need of additional information on online classroom expectations:
https://www.edgenuity.com/academic-integrity-in-online-learning/#expectations

If you are in need of additional information on creating assessments which are difficult to cheat on:
https://resourcecenter.odee.osu.edu/course-design-and-pedagogy/designing-assessments-dont-lend-themselves-cheating