



## Online School Protocol and Etiquette for Students

*This protocol is designed should Notre Dame be closed for an extended period of time during the school year. Students are expected to follow this protocol, and should be checking their email every school day. Should you have any technical questions, please email [tech@ndapa.org](mailto:tech@ndapa.org).*

### What is the schedule for the day?

In the event of an extended closing, Notre Dame will continue to follow the letter-day schedule, with a Liturgy Schedule specifically in place (see below):

Liturgy Schedule	
Slot 1	8:15-9:15
Liturgy	9:20-10:35
Slot 2	10:35-11:30
Slot 3	11:35-1:00
	<i>1st lunch shift 11:35-12:00</i>
	<i>2nd lunch shift 12:05-12:30</i>
	<i>3rd lunch shift 12:35-1:00</i>
Slot 4	1:05-2:00
Slot 5	2:05-3:00

Students must talk with their teachers and understand the expectation for class time. For example, some teachers will expect students to log onto a Google Meet during their scheduled class time (called a *synchronous session*). Students would be expected to attend this session, otherwise it will be treated as a skipped class.

At a minimum, 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 an 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 this is not occurring, 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.*

During this schedule, all teachers will be hosting "office hours" from 9:20-10:30 and from 3-3:30. 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 live meetings are encouraged. Please talk to your teacher about how to schedule a meeting during office 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, how work should be submitted, and if you meet live or not. 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, and discuss making up work; your teachers will want you to rest and recuperate, so do not hesitate to inform them. If a student does not have an excused absence reported by 8:15am, it will be assumed they are present.

### **Video Conferencing Etiquette**

There will be a great deal of video conferencing during this time, and for many students, this will be the first formal introduction into 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 expected to wear their ND polo/ND Sweatshirt when conferencing with teachers for class.*
- 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 into 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 and potentially unknown 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 where communication and expectations are strongly held. This fact is quintessential to Notre Dame, and is the heart of our Honor Code.