



Extended Digital Learning Days Guide

The Schedule

We will run a modified weekly schedule. Online learning is, by nature, more independent and self-paced. We tried to balance the need for predictability and structure with the need for flexibility... and some grace. In the schedule below, you will find we will transition to a block schedule daily, alternating between odd block days and even block days. That will mean students will have four classes on one day and three and Advising on the next. This schedule, with a reduced number of classes per day, should make independent learning more manageable for our students. We will begin and end this time with a seven-period regular day. The day's schedule is posted on the school calendar.

March 16 Regular	March 17 Odd	March 18 Even Advising	March 19 Odd	March 20 Even
March 23 Odd	March 24 Even Advising	March 25 Odd	March 26 Even	March 27 Odd
March 30 Even	March 31 Odd	April 1 Even Advising	April 2 Odd	April 3 Even Grade Check
April 6 <i>Spring Break</i>	April 7 <i>Spring Break</i>	April 8 <i>Spring Break</i>	April 9 <i>Spring Break</i>	April 10 <i>Spring Break</i>
April 13 <i>Spring Break</i>	April 14 Odd	April 15 Even Advising	April 16 Odd	April 17 Even
April 20 Odd	April 21 Even	April 22 Odd	April 23 Even Advising	April 24 Regular

Odd Block Schedule			
(1,3,5,7)			
<i>First Bell @ 7:55AM 90-minute class periods</i>			
Period	Begin	End	Total
0	6:45	7:45	60
1	8:00	9:30	90
Break	9:30	9:40	10
3	9:45	11:15	90
Lunch	11:15	11:45	30
5	11:50	1:20	90
Break	1:20	1:25	5
7	1:30	3:00	90

Even Block Schedule			
(2,4,6)			
<i>First Bell @ 8:55AM 90-minute class periods; 30-minute Advising</i>			
Period	Begin	End	Total
2	9:00	10:30	90
Break	10:30	10:40	10
Advising	10:45	11:15	30
Lunch	11:15	11:45	30
4	11:50	1:20	90
Break	1:20	1:25	10
6	1:30	3:00	90

Each teacher will structure class time based on the needs of the students and the curriculum. While each class may not be actively engaged in a live session for the ninety minutes of class time, it is our expectation that students will be available and working remotely during this structured time each day, for each of their classes. Office hours are available for students to get additional support or ask clarifying questions. Teachers may decide to offer sign-ups for office hours slots and/or run small-group tutorials.

Instruction & Learning

There will be a variety of teaching and learning methods, including lecture via video conference, videos to watch, group/shared work on their Class Pages, class discussions via the Class Pages Discussion Boards, independent work, projects, video &/or audio recordings for you to create, reading, notes, homework, etc.. Teachers will post an update on Class Pages with an outline of what students should be working on each week. Assignments, categories, directions, points per assignments and due dates will all be posted on each of their class pages as has been the normally done. The Announcement feature in Class Pages will be used to communicate class announcements. Teacher communications will also be sent to students' lasalleyakima.org emails. You can expect and plan for a minimum of two assignments per week in each class. AP, Honors and concurrent enrollment college courses may assign additional work.

Assignments

Students can anticipate 3-4 hours of class work per week for any non-AP classes, including time for reading/watching/listening, engaging with peers via discussion boards and docs, attending class virtually via zoom, assignments/learning tasks, etc. Advanced Placement, Honors and concurrent enrollment college courses may assign additional work or practice tests as needed. You can expect at least two assignments due each week for each class. Though we typically discourage reducing the learning experience to grades in a gradebook, in our shift to online learning, grades will be an essential way for us to track and communicate student progress.

Support Services

Academic Guidance Teachers, eighth period intervention teachers, College Counselors, and Advisors are working M-F and will be available to meet with students/parents via phone or videoconference during regular school day hours. Our school counselor will be available on Mondays and Tuesdays and by appointment. Students and parents can reach out directly to our counselor or the academic guidance staff to make an appointment. Expect a message from our school counselor with more detailed information about how to reach her and some tools for support. If you would like to reach the counselor to consult or make an appointment you may do so via email: hfischer@lasalleyakima.org.

Advising has been scheduled once a week on Even days. During this period of Advising the course preference survey will take place, a grade-check will occur, course selection will begin and PSAT and SAT prep for the on campus PSAT/SAT on April 28th will be occurring. It is essential that students are virtually present to their Advisors on the Advising days. For each Advising you will be given a Zoom login and will be required to join your Advising class during the time indicated. Sometimes you will meet with your Advisor as a class and at other times you will be by grade level with a school Administrator.

Online Etiquette

How you show up online matters, both for your own learning and for your peers' learning. Below are a few DOs and DON'Ts for Zoom meetings:

DO show up ready to learn. Dress code still applies. No pajamas, swimsuits, etc.

DO make sure the background visible in your video is appropriate for a school setting. Ideally, your background is a blank wall or something really boring.

DO be early to the meeting. It's important to be online and in the Zoom room before it begins so you don't miss any content or disrupt the class. If you have to step out, let your teacher know ahead of time.

DO mute your microphone when you are not speaking (it cuts down on background noise). If you hear echoes on Zoom, try plugging in your earbuds.

DO close out messaging apps and notifications before you enter the meeting.

DO use chat to ask relevant questions. DON'T use chat for side conversations.

DON'T walk and Zoom (or drive and Zoom). Stay stationary when you are posting to a discussion board...

Do think before you post to your Class Page Discussion Board. Complete the reading or preparation work before you write.

Do remember posting in an academic environment is not the same as casual texting.

Do post your response early to give your classmates more time to reply. Check back later to see what comments have been added.

Do explain your opinion and use examples to help others understand your points.

Do post something that furthers the discussion and shows depth of thought. The best part of a discussion board is that you get lots of think time before you post. Use it.

Do reply to several of your classmates' posts, adding examples or asking questions.

Do remember that it is harder to tell when something is a joke online. Use humor sparingly.

Don't agree with everything you read. It makes for a really boring conversation. Politely disagree when you have a difference of opinion.

Don't reply to the same people each time. Try to bring in other voices.

Don't get personal. Focus your criticism on ideas/arguments, not on your classmates.

Don't bring the outside in. No inside jokes, references to people who aren't in the conversation, or comments you wouldn't say face-to-face

Daily & Weekly Tasks for Students

1. First and foremost, take care of yourself. It is normal to have a range of emotions when our plans and routines change unexpectedly, including loss, anger, frustration, fear, etc.. Talk about how you are feeling, stay connected with friends over virtual platforms, rest, exercise, and stick to a routine each day. It will help.
2. On a practical note: Check your school email **twice** per day and reply within 24 hours.
 - a. School email (lasalleyakima.org) is the primary communication platform between you and your teachers/counselor(s)
3. Check your Class Pages in Unified Classroom **each period** during the time your class is in session for updates, learning guides, notes, videos, assignments, etc.
 - a. Class Pages is the primary communication platform between you and the content of your classes
4. Schedule your work-time for each class period and evening. We recommend you use your iPad planner or a planner App to organize your academic day.
5. Arrange for a peer in each class with whom you can check in about questions, share notes, exchange ideas.
6. Reach out to Ms. Fischer, our school counselor, if you are feeling overwhelmed, lost, alone.

Here's What Parents Need to Know and Do

1. On a human note: First and foremost, keep nurturing the well-being of your child. It is normal for adolescents to experience a range of emotions when their routine is interrupted and their plans changed, including loss, disappointment, frustration, fear, etc.. Be present to your child allowing them the space and support they need to process and navigate this new experience.
2. On a practical note: Ensure that your child has access to the appropriate technology and access to a location from which to work that is conducive to both independent work and video conference.
3. Be aware that some students will struggle with the independent nature of digital learning. Please pay close attention to how they are engaging this new mode of learning and contact your child's teacher if your child is in need of extra support as they make this transition.
3. Utilize the parent portal in PowerSchool's Unified Classroom to help your child track assignments/assessments and the school website to monitor your child's remote attendance. Contact Mr. Lamb at clamb@lasalleyakima.org if you are having problems with accessing your parent portal.
4. Have your child check their Class Pages in the Unified Classroom and school email **daily** to facilitate regular communication with his/her teachers and to attend office hours or set up appointments, as needed. All students have a lasalleyakima.org email assigned to them. This will be the primary mode of teacher to student communication.

5. Notify the Ms. Leda Saenz, Registrar, at 225-2900 or lsaenz@lasalleyakima.org if your child is ill and will not be able to attend classes remotely. If your child is ill s/he should rest and not be attending classes.

- a. Provide an estimated timeline for absence, if known.
- b. Contact your child's teachers if the absence exceeds two days.

6. Help your child reach out directly to teachers when there is a concern or question regarding content in a specific class. Parents, please reach out to teachers directly if you have a concern about your child's progress in their class.

7. Please reach out to our school counselor if you have general questions or concerns about your child's well-being and/or the transition to online learning.

Twenty Questions (Our Answers to Anticipated FAQs)

1. What are the technical requirements? Students need to have consistent access to the Internet and an Internet enabled computer, laptop, tablet or phone. Students will need access to the Unified Classroom platform for course materials and Zoom for video conferencing with teachers/counselors. Zoom has been uploaded to student iPads and can be found in Meraki. Specific courses may have additional requirements.

2. What do I do if I need technical assistance? Please reach out to the IT department at mvavricka@lasalleyakima.org . If you are having a problem with your iPad, we will try to troubleshoot remotely. It may be necessary to come to campus to change out a non-functioning iPad. If your video is freezing on Zoom, try stopping video and just using audio to see if that helps.

3. How do I attend a class virtually? There are a few different ways your teacher may ask you to attend a class virtually, depending on the course and the agenda on any given day. You will either attend synchronously (in real time, at the same time) or asynchronously (independently, but within a given timeframe). One common method is to video conference into the class by means of a platform such as Zoom. Depending on the plan for the day your teacher may also ask that you be present through group work on a shared document.

4. How is attendance recorded? Attendance will be taken daily for remote learners and will become part of your overall attendance record. Attendance will include both your physical presence at your iPad or computer (likely during a Zoom lesson) when required and how actively you are keeping up with the work.

5. What if I am sick? If you are unwell, please rest. Parents should communicate to the school as normal that you will not be attending virtually, and students should communicate to their teacher.

7. What methods will be used to teach remotely? Methods vary by course and teacher but may include lecture, videos, slide presentations, discussion boards, live discussion, small group work, etc..

8. Where should I be when I Zoom into class? You may conference into class from anywhere; however, we suggest finding a quiet location with a desk/table and adequate lighting. Please note that if your virtual presence is distracting to the classroom environment because of background noise or visual activity you may be asked to mute your video and/or audio.

9. Will class meet at a specific time? Yes, you will need to attend during the specific time the class is in session to be considered present for class. See the alternating even/odd block schedule above or check the school calendar.

10. How will assessments work? Assessments will vary by course and teacher and may include online assessments through your Class Page assessment feature, oral assessments through video conference, projects, papers, etc..

11. How do I interact with my teacher? Email your teacher if you have specific questions and/or to make an appointment for Office Hours. Since you won't see your teacher in person it is very important for you to be in communication via email and your Class Page. Your teacher posts assignments and feedback in Class Pages, so be sure to check it daily.

12. Will I still be expected to interact with classmates if I am learning from home? Yes. There will be discussion/projects/etc. that require you to engage with your classmates via video conferencing, shared documents, discussion boards, etc..

13. If I am working from home does that mean I am working at my own pace? No. The course continues to have deadlines and it is our expectation that students will meet those deadlines. A teacher's instructional policies outlined in their course description are in effect, regardless of whether the student is attending in person or virtually.

14. Can I record the class if I am attending virtually? Students may request advanced permission from the teacher, and if granted, may record the class for their own educational use. Recorded classes may not be posted online or distributed in any manner. Teachers will record many of their online sessions. If you were absent for class request a copy of the session.

15. What can I do to minimize distractions online? Most of us struggle to keep from getting distracted online - there are a variety of Apps you can use to help block distractions. Check out some of these:

- a. <http://selfcontrolapp.com/>
- b. <https://freedom.to/>
- c. Stay Focused
- d. <https://heyfocus.com/>
- e. <https://getcoldturkey.com/>

16. I am having a hard time staying on track during class &/or keeping up with my work, what should I do? Communicate. Please let your teacher(s), Advisor, or Admin know what is happening. We can help you identify what is getting in the way and give you some ideas and tools to help.

17. I am feeling sad, angry or unmotivated because of all this change. What should I do? Contact our school counselor Ms. Fischer (hfischer@lasalleyakima.org).