School Closure Protocol (Updated 3.11.2020)
Distance Learning

In the event Bellarmine declares a school closure that is expected to last three or more school days, this protocol will go into effect on the third day. Distance learning through Moodle will allow teachers to maintain the continuum of instruction, and students are expected to frequent the platform in order to return to school fully current with course and teacher expectations. Assignment deadlines and other important dates (formal assessments, for example) will be honored and students are expected to be prepared.

When will faculty post instructions and/or assignments?
- On the first two days of the school closure, no later than 9am each morning, teachers will provide communication via Moodle to the students about expectations for the missed face-to-face class period.

- Beginning on the third and all subsequent school days, teachers are expected to be available via distance learning during the following time periods:

A-Day		B-Day	
1st	9am-10am	5th	9am-10am
2nd	10:15am-11:15am	6th	10:15am-11:15am
Lunch	**11:15am-12:15pm**	**Lunch**	**11:15am-12:15pm**
3rd	12:15pm-1:15pm	7th	12:15pm-1:15pm
4th	1:30pm-2:30pm	8th	1:30pm-2:30pm

- Though no assignments or course work will be assigned or reviewed, students are expected to check into their Formation class on Moodle at the allotted time. Instructions or helpful information may be provided. If the site is unavailable due to heavy volume, check back later in the day.

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 week.

- If faculty determine it is necessary, they may assign appropriate home-based assessments such as online quizzes, papers, projects, videos, online discussion posts, etc.

- Teachers will provide an opportunity to respond to student emails or conduct a specific lesson or review with their students. Example:
  - Provide a power point about a review topic with review questions
  - Provide a webinar
  - Respond to students via email, Showbie, or Moodle

How much time should students spend on each course?
- For most classes, students should expect to spend up to 60 minutes per day per class, and an additional 30 minutes per class on homework. Students in AP, Honors, and Dual-Credit classes should expect to spend up to 60 minutes per day per class, and an additional 60 minutes per class on homework.

- Some courses are activity- or project-based; Faculty who teach these courses have the discretion to determine whether meaningful work can be completed at home for those courses.

What and when should students submit work?
- At the discretion of the teacher, and depending on the course and assignment, students should expect to submit assignments electronically at the deadline supplied by the teacher.

- As directed by the teacher, submissions may be made via email, Showbie, Moodle.

What if students are ill or lose access to the internet?
- If a student is unable to engage in distance learning due to illness, parents/guardians should call (253)752-7701 Option 2 or email attendance@bellarmineprep.org to notify the attendance office. The student will be marked Excused Absent for that day and faculty will provide extensions or exemptions as needed per the regular practice regarding absences.

- If a student does not have regular access to the internet, parents/guardians should notify teachers, Vice Principal, and IT Department as soon as possible. The student will be provided extensions or exemptions depending on the situation.

What can parents/guardians do from home to support their students?
- In order to support distance learning and help maintain the continuum of instruction from home remind students:
    - Students should utilize Moodle to keep current.
    - Students are responsible for all assignments and are encouraged to follow the directive of the teacher.
    - Moodle will be the primary teaching platform for faculty and students.
    - Students are expected to frequent Moodle in order to return to school fully current with course and teacher expectations.
    - Deadlines and other important dates (formal assessments, for example) will be honored and students are expected to be prepared. Extenuating circumstances (i.e., loss of power, no access to internet, illness, etc.) will be handled by the teacher on a case-by-case basis.