



Our Lady of the Lake Catholic School Remote/Digital Learning Protocol For Parents and Families

Platform for Digital Learning

- All teachers will use Google Classroom or Renweb email to share lessons and assignments for students.
- Teachers communicate with email through Renweb to parents.

Communicating the lesson

- Faculty will post a daily assignment/lesson on **Google Classroom or via email** by 10 AM.
- Teachers will offer students clear step by step directions and/or agendas
- Teachers will post a due date for each assignment (as needed)
- Students are expected to engage in the lesson on the day it is posted. Parents will be contacted if students do not engage in work for two or more days.
- Teachers are available via email during school hours.

How much time/day should students work each week?

- Students should expect a minimum of one assignment per subject per day. Time spent on assignments will vary by student. Students and families are encouraged to practice the Schoolwide Learning Expectation of Responsible Citizenship by balancing time wisely.
- 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.

When should students submit their work?

- Teachers will communicate clear due dates and times for each assignment.

What if students are ill or lose access to the internet?

- If a student is ill, on vacation, or unable to engage in digital work parents or guardians should email the school office at kheinrich@oll.school as well as the classroom teacher.

What can parents/guardians do from home to support their students?

- Check email for school communications or updates.
- Create space and time during the day for students to focus on learning.
- Assist students in troubleshooting any technology or learning challenges they may face.
- Encourage healthy balance, including good sleep, a healthy diet, and physical activity.