



Required components of an online school day plan:

Each plan should be designed to ensure continuity of learning for students during a school closure. Each school or district is required to adopt an online day plan by Aug. 1 of each school year. The plan must include all of the following:

1. A statement that the school or district, to the extent possible, will provide for *teacher-directed synchronous learning in which the teacher and students are interacting in real time on a virtual learning platform during the closure*;
2. The school or district's attendance requirements, including how the school will document participation in learning opportunities and how the school will reach out to students to ensure engagement during the closure;
3. A description of how equitable access to quality instruction will be ensured, including how the school or district will address the needs of students with disabilities, English learners, and other vulnerable student populations;
4. The process the school or district will use to notify staff, students and parents that it will be using online delivery of instruction;
5. Information on contacting teachers by telephone, email or a virtual learning platform during the closure;
6. A description of how the school or district will meet the needs of staff and students regarding internet connectivity and technology for online delivery of instruction.
7. The written consent of the teachers' union representative. In chartered nonpublic schools, the principal of the school will sign this document.

Notre Dame Elementary and Middle School Online Day Policy

Effective October 3, 2023, H.B 33 of the 135th General Assembly enacted changes to Ohio's calamity day statute. School may use Online Days to make up the equivalent of up to three (3) school days via online delivery under the following allowable scenarios:

- Disease epidemic;
- Hazardous weather conditions;
- Law enforcement emergencies;
- Inoperability of school buses or other equipment necessary to the school's operation;
- Damage to a school building; or
- Other temporary circumstances due to utility failure rendering the school building unfit for use.

Notre Dame Elementary and Middle School will use Online Days only if the number of instructional hours already built into the school hours have already been used for calamity days. Notre Dame Elementary and Middle School will notify staff, students, and parents of the intent to use an Online Day via text messaging and email, designated news outlets, and the school's social media accounts.

To ensure maximum student engagement and academic success, the following procedures are in place:

Teacher Responsibility

- Teach and supervise students with instruction assigned using the Seesaw and Schoology learning management systems.
- Monitor student engagement and participate in two-way communication

Parent Responsibility

- Provide a quiet, structured environment for your child(ren) to work and/or complete any assigned classwork
- Support academic integrity by allowing your child(ren) to work independently and monitor progress and resources provided
- Ensure your child(ren) stays on task and are completing assignments within the school day, as access to the teacher will not be available outside of designated times as prescribed by the school

Student Responsibility

- Participate in your assigned tasks, including completing assigned work and attending scheduled instructional sessions/meetings, if required
- Make all interactions respectful and constructive; anything you say, do, type, or share may be recorded or observed. The Code of Conduct will be enforced.
- Follow all guidelines in the Notre Dame Elementary and Middle School Acceptable Use Policy.
- Meet deadlines for the submission of all assignments
- Participate in two-way communication with teacher(s), as needed

Content and Delivery

- Students will complete all assignments posted to Seesaw and Schoology for assigned classes. Submission of assignments on the designated Online Days will be used to determine attendance. Teachers will be available to assist students, answer questions, etc. via email between the hours of 9:00 a.m. - 11:00 a.m. and 12:00 p.m. - 2:00 p.m.

Attendance

As with in-person instruction, parents and guardians have the legal responsibility to ensure that their child(ren) is fully participating in the educational process. When a student is unable to participate in an Online Day, parent notes/doctor notes should be submitted. It is expected that students will be available to complete assigned tasks and participate in online instruction from 9:00 am to 2:00 pm.

If a student is not participating as required, the teacher will make direct contact with the parent(s)/guardian(s) via email and/or phone.

Special Education

Services on a designated Online Day will be addressed in collaboration with families on an individual basis.