

# EXTENDED DIGITAL LEARNING DAY (DLD) PROTOCOL 2020

## PHASE 2

Includes the following major updates/changes:

- Addition of real-time (synchronous) class sessions
- Departure from daily posting of assignments to using a week-long plan

**REAL-TIME SESSIONS** may only be scheduled within these timeframes:

- If an All Day were to meet:  
9:00am – 9:25am: Period 1  
9:30am – 9:55am: Period 2  
10:00am – 10:25am: Period 3  
10:30am – 10:55am: Period 4  
11:00am – 11:25am: Period 5  
11:30am – 11:55am: Period 6  
12:00pm – 12:25pm: Period 7
- If an Odd Day were to meet:  
9:00am – 9:45am: Period 1  
10:00am – 10:45am: Period 3  
11:00am – 11:45am: Period 5  
1:00pm – 1:45pm: Period 7
- If an Even Day were to meet:  
9:00am – 9:45am: Period 2  
10:00am – 10:45am: Period 4  
11:00am – 11:45am: Period 6  
1:00pm – 1:45pm: Teacher  
Collaboration

## REAL-TIME ENGAGEMENT

(Synchronous Procedure)

### DEFINITION

- Students learn at the same time in a virtual class with their teacher and peers
- Class engages all at a specific date & time determined by individual teachers
- Examples: live chat, video conferencing

### PROCEDURE

**Class sessions are meant to simulate an in-person classroom session. Though optional for students, these are highly encouraged.**

- Virtual session must be done using Zoom or Google Meet. Students unable to attend live may view the recording later.
- Sessions should be 45 minutes maximum. Sessions scheduled on All Days should be 25 minutes maximum.
- The number of real-time sessions will be at the teacher's discretion. Teachers will use the arranged schedule to avoid conflicts.
- Sessions should contribute to a feeling of connectedness to the community & add to the student learning experience
- Session times must be posted to Google Classroom in the weekly plan

### OFFICE HOURS

**Office hours may be scheduled outside of the real-time session windows:**

- May be live meetings using Zoom or Google Meet
- Can also use immediate email responses, or chatroom meetings. Teachers should clearly post times that they will be "live" responding to student emails or comments
- These sessions are meant for assignment clarification, individual student questions, review, & fellowship.

## FLEXIBLE ENGAGEMENT

(Asynchronous Procedure)

### DEFINITION

- Students learn on their own schedule within the parameters set by individual teachers
- Students work at their own pace
- Examples: videos, screencasts, individual assignments, projects

### PROCEDURE

**Assignments will now follow a new schedule. Student work will be given due times of 9am the next "scheduled" class meeting day**

- Teachers will construct & communicate a weekly plan for their students. The plan will be posted the 1st day of each week & will include all assignments with specific due dates & times for each assignment.
- Assignment posts must include:
  - Instructions for work to be completed
  - Specific due date, always with a 9am submission time the next class meeting day