A DLP would mean that faculty and students are communicating daily, with students completing work that is submitted online by a certain time each night.  Faculty would be available to answer questions during certain times each day (think "remote office hours") and would engage over email and Google Classrooms.   A sample day for teachers would look like this:

7:30-8:30 - Send out daily assignment(s)

8:30-9:30 - Morning communication hours

1:30-2:30 - Afternoon office hours

6:00 - All assignments due

In the short term, the following things will be communicated to families today:

         All students are being asked to take textbooks and notebooks home before Spring Break.  Students who are absent or already out of town will be given an opportunity to come get their things the week of 3/23.

         Chromebooks will be prepped to go home to all students in grades 4-8.  A time will be provided for people to come collect these resources the week of 3/23.

         A resource guide for teachers and parents is being created that provides links to digital content and advice for creating an effective digital learning environment.  Grades 4-8 will utilize Google Classroom to share assignments and resources.

I am aware that this will require quite a bit of training for teachers and administrative background work to ensure resources are available.  I will be working closely with ---, and the Archdiocese to help put this plan in to place. Teachers will need to ensure they have teacher manuals, any additional teaching resources and their laptops at home. --- is creating video based Google Classroom tutorials for those who may need assistance sharing assignments and resources.

***In the meantime, I am asking you to complete a reflection sheet in order to think through how you might best engage with your students from a distance.  Please take 10-15 minutes over the 24 hours to think through the questions via the link below:***

[**Teacher DLP Reflection**](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fforms.gle%2fJyLbWND9KvrAu8Rm8&c=E,1,Z5KK7u5esIjuIDsphSP8T2p5hgSbNo6pOchTtwGz3h7NVfIg847ihczQhXf4U9Wz4IMAIsT1VuBu_9j94AuOB4nFWwzgmyydMzJhzj1Fa7c,&typo=1)

This is a unique situation that requires understanding, patience, prioritizing, and creativity.  The safety of the community is most important, which is what could lead to a DLP being enacted.  If it is, our next priority is to ensure the best academic experience as we are able to provide.  This situation would not be a vacation for students or faculty, and it will put an extraordinary amount of responsibility on our students' families.

If we work together, acknowledge the challenges, and impart grace to one another when things become difficult, we will come through this stronger and more unified with a community that sees how much we care for them.

I will be sending an email in a moment with guidance on how to talk with your students at the end of the day about why we are asking them to take books home. Please do not go into detail  specifics about how digital learning will work, as we are still figuring that out together and we do not want to create confusion.

Thank you for taking the time to complete the reflection and for understanding the importance of the planning process I am asking everyone to engage in.