



## Students: Stay-at-Home Quick Reference Guide

<b>Students in Classes</b>	All students - Monday, Tuesday, Thursday, Friday
<b>Daily Class Schedule</b>	<a href="#">Click here for the class schedule</a> . It shows the classes you will be expected to Swipe attendance for.
<b>ALWAYS</b>	Check your NDA email every single day. We will share important information with you.
<b>Morning Announcements and Mid-Day Prayer</b>	The Morning Announcements and Mid-Day Prayer will continue to be live streamed on Monday, Tuesday, Thursday and Friday. Please use these links to find the daily live stream: <a href="#">Morning Announcements</a> <a href="#">Mid-Day Prayer</a>
<b>What happens on Wednesday?</b>	Classes do not meet; however, you will have homework. You may also meet with teachers via Zoom if extra help is needed. Just ask your teacher for a meeting. Your advisor will contact you on Wednesday each week.
<b>How does Advisory work?</b>	Each Wednesday, an advisor will contact and check on you. Expect a Zoom invitation or telephone call.
<b>Zoom Meetings</b>	Class periods are 80 minutes in length and will consist of a Zoom meeting for a minimum of at least 60 minutes per class. The additional time may be used for independent work assigned by the teacher or a brief break at the midpoint of class.
<b>How does class attendance work?</b>	Please Swipe in for every class, and remain in the Zoom meeting until you are dismissed. Be on time for class as tardies will be recorded.
<b>What if I am sick?</b>	Parents / guardians should call Attendance at (920) 429-6104.
<b>What is the dress code?</b>	Modest professional dress. No pajamas, sweat pants, spaghetti straps. Please do not be in your bedroom, on your bed for the meeting unless your desk is located in your bedroom.
<b>What happens if I don't understand something in a class?</b>	Please contact your teacher. <a href="#">All teacher emails are here</a> . Teachers will arrange time to meet with you during office hours. Office hours are available every day between 2:30 - 3:15 p.m. or on Wednesday.
<b>What if my technology does not work?</b>	First, if possible, let your teacher or teachers know by sending a message as soon as possible. Then contact <a href="mailto:techhelp@notredameacademy.com">techhelp@notredameacademy.com</a> Once the problem is resolved, notify teachers if necessary.
<b>Teacher Office Hour Schedule</b>	Daily from 2:30 - 3:15 p.m. and all day on Wednesday. If you need help in a class, this is the time to get it! Ask your teacher to set up a meeting. This is a PERFECT time for individual help.
<b>STAY IN TOUCH</b>	When you are out of the school building, we miss you. Let us know how you are doing.