DIGITAL LEARNING DAY

POLICIES AND PROCEDURES

2018-2019

Digital Learning Day Policy

- **Assumption will use a digital learning days so that we can maintain continuity in your learning.**
  - **Like other grade schools and high schools in the Archdiocese, we may use up to 5 digital learning days during a school year.**
  - **Assumption has two built-in "traditional" snow days that we will use before we implement digital learning days.**

- **Q. Will we automatically take a Digital Learning Day after we have used our two built-in snow days?**
  - **A Digital Learning Day at AHS will be specifically declared at the time the PowerAlert is sent noting school is not in session.**
    - **In the event of heavy icing, etc. that would cause wide power outages, a digital learning day will <u>not</u> be declared.**
    - **Decisions will be made based upon the most up-to-date information that we have at the time.**

- Q. Would we ever take a Digital Learning Day for some reason other than a snow day?
  - Yes, we could if we needed to do so. For example, if we had no access to water in the building for some reason, we couldn't have school so we might declare a Digital Learning Day.
  - A Digital Learning Day at AHS would be specifically declared at the time the PowerAlert is sent noting school is not in session.
  - Decisions will be made on a case-by-case basis.
  - We can only take a total of 5 digital learning days, though, regardless of the reason.

Attendance

- **Q. How do you take attendance on a digital learning day?**

- **A. You will report your attendance by checking in via an attendance survey.**

  - **Mrs. Baughman, your dean of students, will send students a link to the survey by 10:30 a.m.**

  Digital Learning Day Attendance Survey

  - **Students must respond indicating that they are in attendance for the day or, if they are ill, that they will not be in attendance.**

Attendance, continued

- **If you report yourself absent for the day via the survey, your parent/guardian must also call the school office and report your absence (just like on a regular school day) for your absence to be excused.**
- **If your parent does not call in your absence, your absence will be marked as unexcused and you will not able to receive credit for any of the assignments assigned that day.**
- **You have <u>until 2:00 p.m.</u> that day to check in as present.**

Attendance, continued

- If you check-in between 2:00 and 4:00 p.m., you will be counted as tardy.
- If you check in after 4:00 p.m., you will be counted as absent and your absence will be marked as unexcused. You will not be able to receive credit for assignments assigned during the digital learning day.

Attendance, continued

- **Absences will be added to student's cumulative total for the year.**
- **As part of your attendance, you will also commit to an integrity statement regarding the work that you will complete during the digital learning day.**

Attendance, continued

IMPORTANT:

You can't just do your assignments as a way of showing you are "present" on a digital learning day. You must respond to the attendance survey AND complete assignments.

But what if...

- **Q. What if it is a Digital Learning Day because most people have power but my house doesn't and/or we don't have Internet access at my house?**

- **A. If there is a power issue that prevents a student from participating in Digital Learning Day activities, her parent/legal guardian must call the school office to report the issue and let school personnel know that the student will be <u>absent.</u>**

- **Each situation will be handled on a case-by-case basis.**

But what if...

- Q. What if we are on retreat or on a school trip on a digital learning day?

- A. You will be responsible for the Digital Learning Day work as you would have been for the work that you missed, but you will not be counted absent but as being at a school-related function.

Completing School Work

- **Q. How will I know what my work is during the Digital Learning Day?**

- **A. Teachers for that day's classes will post lesson plans on their LMS pages <u>by 10:30 a.m</u>.**

  - **Students will need to check each of their scheduled classes' LMS pages for the lesson plan for the day and complete the lesson plan.**

Completing School Work, continued

- Q. What will lessons be like on digital learning days and how long should I plan to spend on each one?

- A. Each lesson should be about 1 hour in length so you should budget 3-4 hours depending on whether or not you have study on that school day.

- Each teacher's lesson will have

  - A stated objective for the class that day
  - Lesson agenda and clear student instructions
  - Product/assignment to be completed
  - Time assignment is due

Completing School Work, continued

- Students need to check carefully for when the assignments for each class is due. There are two options:
  - Assignments will be due to be uploaded by 10 p.m. the night of the digital learning day
  - Assignments will be due at the next physical class meeting.

Completing School Work, continued

- **If a Digital Learning Day is the second consecutive DLD for that class/day, any assignment that was due at the next physical class meeting will then be due by 10 p.m. on the second consecutive Digital Learning Day for that class.**

  - **EX: If you had a final draft of an essay assigned in English on a Day 1 on a Monday, and we had another digital learning day two days later on Wednesday, Day 3, your essay for English will now be late if it is not turned in electronically by 10 p.m. on Wednesday night.**

Completing School Work, continued

- **Q. What if I need clarification/help or have questions for my teachers?**

- **A. All teachers will be checking email throughout the day and will respond to any email questions by 6:00 p.m.**

- **Note that if you choose to wait until late in the day to get started on your digital learning day assignments, you cannot expect that your teacher will be available after 6:00 p.m. to respond to your questions.**

Completing School Work, continued

- Q. What if I don't have books or materials that the teacher wants us to use?

- A. We all need to plan ahead when snow is in the weather forecast. If there is a possibility of snow, take your books for the next day home! If you are having an issue with a book, communicate with your teachers and/or classmates to locate resources as best you can.

Completing School Work, continued

- Q. If I don't have materials I need, can I share with a friend?

- A. If a friend will let you borrow resources, that is fine. But as always, in a school where integrity matters, unless the work is assigned as partner or group work, you must complete it individually.

- When sharing resources, be sure to share just the resource, not your answers!

School Resources Available on Digital Learning Days

- **Many AHS human resources are available to students on digital learning days. These people will usually send students an email by 10:30 a.m. letting you know their "office hours" for the day:**
  - **Guidance counselors**
  - **College counselors**
  - **Media specialist**
  - **Learning differences specialists (for students in PSP)**
- **Feel free to reach out via email to others (deans of studies, dean of students, athletic director, school nurse, etc.) if you need their assistance on a digital learning day.**

Absence Policies in general

- Any absence other than illness or doctor appointment MUST be approved in advance to be excused.

- After 10 days for ANY reason, you will need a doctor's note for EVERY absence.

- After 15 absences, you are not allowed to make up work EVEN WITH a doctor's note.

- After 20 absences, you may be asked to withdraw as you will not be awarded credit.

- CHECK POWERSCHOOL LMS after every absence instead of emailing your teachers.