**INFORMATION ON DIGITAL LEARNING DAY PROCEDURES:**

* Below please find the policy from the student-parent handbook on digital learning day procedure for your review as needed.
* Please make sure you review carefully the instructions your teachers give you regarding **due dates and times** and **where/how to submit them**.
* Please report yourself in attendance by responding to the email sent each day by Mrs. Baughman.

**DIGITAL LEARNING DAY POLICY**

Teachers for that day’s classes will post lesson plans on their class pages on PowerSchool LMS by 10:30 a.m. Students will need to check each of their scheduled classes’ PowerSchool LMS pages for the lesson plan for the day and complete the assignments by the time designated in the agenda, which will be 10:00 p.m. that evening or at the next physical class meeting.  If a Digital Learning Day is the second consecutive Digital Learning Day for that class/day, any assignment that was due at the next physical class meeting will now be due by 10:00 p.m. on the day of the second consecutive Digital Learning Day for the class.

The lesson for each class should be about one hour in length so students should budget three to four hours for Digital Learning Day activities, depending upon whether they have study on that school day.

All teachers will be available during the course of the Digital Learning Day and will respond to any email questions from their students by 6:00 p.m.

**ANSWERS TO MOST CURRENT QUESTIONS ABOUT DIGITAL LEARNING AND VIRUTAL LEARNING INCLUDING OUR SCHEDULE FOR MARCH 24-26**

**1.**  **When am I supposed to log on during my study for additional training with Teams?**

Students will have a training on Thursday, March 19 (Day 2/4 study blocks) and Friday, March 20 (Day 1/3 study blocks) during their study or PSP block to get a training from Ms. Elder or Mrs. Hovekamp on Virtual Learning through Teams between 11 a.m. and 2 p.m. **Please see the times below for your block.**  Ms. Elder or Mrs. Hovekamp will send an invite to this meeting.

Before your meeting, please make sure you have done the following:

* **VERY IMPORTANT:** Please restart your computer each day and download the Teams App to the desktop before your first training session.
* **To download the Teams app:**

1. Open Teams in SharePoint.

2.In the bottom left hand corner, click the download button.



**Thursday, March 19**

**E block:** 11:00 a.m.

**F block:** 11:30 a.m.

**G block including students in Ms. Judd’s Foundation in Flight and Aircraft Systems**: 1:00 p.m.

**H block**: 1:30 p.m.

**Friday, March 20**

**A block including students in Ms. Judd’s Intro to Aviation and AeroSpace**: 11:00 a.m.

**B block:** 11:30 a.m.

**Students without a study**: 12:30 p.m.

**C block:** 1:00 p.m.

**D block:** 1:30 p.m.

**Seniors in A block study**: 2:00

**2. What if I don’t have a study or I am in an aviation class? What if I am a senior in a separate classroom study?**

**Answer:** Please see the schedule above. We have you taken care of! 😊

**3. What will the daily schedule be for our virtual learning days?**

**Answer:**

**Daily Schedule for Virtual Learning Days on Tuesday, March 24-Thursday, March 26:**

Tuesday, March 24 (Day 1) Wednesday, March 25 (Day 2) Thursday, March 26 (Day 3)

**First Block: 9:00 a.m. – 9:45 a.m.**

**Second Block 10:00 a.m. – 10:45 a.m.**

**Lunch Break: 11:00 a.m. – 12:00 p.m.**

**Third Block: 12:00 p.m. – 12:45 p.m.**

**Fourth Block: 1:00 p.m. – 1:45 p.m.**

***Teachers will take attendance and submit through PowerSchool as usual.***

**4. Will sophomores have class on Wednesday?**

**Answer:**  Yes, sophomores will have class on Wednesday. ACTS is officially over and you will be back in class with your teachers for the rest of the year.

**5. How will testing pool work?**

**Answer**: Because we do not want to ask students to wait to complete testing pool tests and quizzes until after spring break, teachers will coordinate make-up tests for their students on an individual basis. Here is how this will work if you have a testing pool item to finish:

* + Your teachers will contact you to set up a time to make them up. They will arrange a time when they can monitor your work via Class Policy, the Take A Test app or a timed test via Microsoft Forms or schedule a process with you for submitting in a timed fashion.
  + Make up tests may take one of two forms. They are:
    - Your teacher may send the original test to the student which the teacher can manage through Class Policy. Your teacher may ask you to sign an integrity policy and will provide you with a deadline for time to submit/return the test or quiz.
    - Your teacher may provide a new alternative assessment as a substitute for the original test/quiz. If your teacher chooses to provide a new assessment with a different format than the one originally given, your teacher will be sure to inform you of the change in the testing format and provide additional time you may need to prepare.
* Tests and quizzes that are currently in testing pool need to be completed **by Thursday, March 26.**

**5. How will I take tests and quizzes?**

**Answer:**

* + Teachers are working with the programs mentioned above to determine the best way to give tests/quizzes in their particular classes. They will make sure you know how this will work.
  + For students who qualify for extended time on tests and quizzes, please coordinate with Mrs. Cronin (freshmen and juniors) and Mrs. Erskine (sophomores and seniors).

**6. What if I need help from Guidance or the Achievement Center or PSP or my deans?**

**Answer:** We are all still available to you! Click on the following link: [Resources for Students during Extended School Building Closing](https://assumptionhighschool.sharepoint.com/:w:/s/Students/EYdOay7K1HVNnVU3hVZMN3kBGUVfGwP2jzPrZjFIejPmKA) for detailed information about how you can contact your counselors, Mrs. Conway and Mr. Armstrong, and the learning differences coordinators.

As for your deans, please send us an email! You can email Mrs. Baughman at [cindi.baughman@ahsrockets.org](mailto:cindi.baughman@ahsrockets.org), Mrs. Fieldhouse at [judy.fieldhouse@ahsrockets.org](mailto:judy.fieldhouse@ahsrockets.org), or Mrs. Schuhmann at [theresa.schuhmann@ahsrockets.org](mailto:theresa.schuhmann@ahsrockets.org).

**7. Do I log in for study hall?**

**Answer:** Students do not need to log in to study hall on Virtual Learning Days. We do ask students in PSP to log into PSP with Mrs. Cronin or Mrs. Erskine during your study block.

**8. What is the most important thing I should do to be successful during this digital and virtual learning?**

**Answer:** The advice from the experts say to stay on a schedule and don’t procrastinate. The advice from your Assumption Deans is to pay close attention to email, don’t hesitate to ask questions and remember to practice good health routines including mindfulness and prayer. As Mrs. Tedesco said, let’s keep working together to do what we can do, and you can do this!! :)

**9. And our favorite number one question from students as we circulated in the cafeteria on Friday: “What if I have to go to the bathroom during a Virtual Lesson?”**

**Answer:** Students are advised to not bother asking, go quickly and to NOT take your tablet.😊