



DIGITAL LEARNING DAY

MONDAY, FEBRUARY 8, 2021

DAY 1

POLICIES AND PROCEDURES

Digital Learn Day vs. Virtual Learning/Hybrid Learning Day

- **Classes/homerooms do not meet on Teams or in-person—there is no specific time that you need to meet with your teachers.**
- **Attendance is taken via an Attendance Survey that each student must complete and submit.**
- **Teachers will post the day's lesson plan on the class LMS page; students check LMS pages and complete assignments by the time specified on the agenda.**

Attendance



- **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 8:00 a.m. on Monday morning and you have until 10:30 a.m. to submit your survey.**
 - **Access the survey using the link in the email—you must be signed in to your Microsoft account and on your tablet PC to get to the 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.**



Digital Learning Day
Attendance Survey for Monday,

5. Please let Mrs. Baughman know if you are in attendance at school today or not: *

- ☐ I AM in attendance and will be able to complete my digital learning day assignments by 10 p.m. or by the next class meeting as specified.
- ☐ I AM NOT in attendance and will not be able to complete my digital learning day assignments today and a parent will call me in absent at 458-9551 by 2:00 p.m.

Attendance, continued

- If you report yourself absent for the day via the survey, your parent/guardian must also **call or email the attendance 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 be able to receive full credit (just 50% of the grades you earn) for any of the assignments assigned that day.

Attendance, continued

- If you check-in between 10:30 a.m. and 12 noon, you will be counted as tardy.
- The survey will close at 12 noon and students who have not responded will be counted as absent for they day and the absence will be unexcused.

Attendance, continued

- As part of the attendance survey, you will also commit to an integrity statement regarding the work that you will complete during the digital learning day.

4. INTEGRITY STATEMENT: I know that INTEGRITY MATTERS and that academic integrity is especially important when completing and submitting work digitally today. I give my word that all the work I complete and submit will be the result of ONLY my own effort and knowledge (unless my teacher specifically tells me that I can work together with someone, consult other sources, etc.).

I accept that I am responsible for the integrity and honesty of my own work in all situations, including when learning as part of a digital learning day, and I will uphold this expectation. *

☐ I have read and agree to follow the Integrity Statement above.

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.

Completing School Work

- Teachers for Day 1 classes will post lesson plans on their LMS pages by 10:30 a.m.
 - Many are likely to post earlier so feel free to check.
 - Students will need to check each of their scheduled classes' LMS pages for the lesson plan for the day and complete the assigned work for the day.

Completing School Work, continued

- **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 Day 1.**
- **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 assignment for each class is due.

There are two options:

- Assignments will be due to be uploaded no later than 10 p.m. on Monday night

OR

- Assignments will be due at the next scheduled class meeting on Wednesday, February 10 (Day 3)

Completing School Work, continued

- **If you need clarification/help or have questions for your teachers, they will be available online from 1-3 p.m. on Monday afternoon.**
- **You may also email your teachers with any questions or concerns and they will respond by 3 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 3 p.m. to respond to your questions.**

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
 - Achievement Center coordinators
 - 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 Monday.