



DIGITAL LEARNING DAY POLICY 2015-2016

Digital Learning Day Policy

- **Like last year, 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.
- **Unlike last year, Assumption has two built-in, “traditional” snow days that we will use before we implement digital learning days.**

Digital Learning Day Policy

- **Q. Will we automatically take a Digital Learning Day after we have used our two built-in snow days?**
 - We can only take 5 per school year.
 - 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 **not** be declared.
 - Decisions will be made based upon the most up-to-date information that we have at the time.

Digital Learning Day Policy-- Attendance

- **Q. How do you take attendance on a digital learning day?**
- **A. There will be several steps that you need to follow. We will go over them now.**
 - First, you need to confirm your attendance for the day. Your deans of studies, Mrs. Schuhmann or Mrs. Fieldhouse will send students a survey to respond to at 10:30 a.m.
 - Students must respond indicating that they are in attendance for the day or, if they are ill, that they will not be in attendance.
 - If you report yourself absent for the day via the survey, your parent/guardian must also **call the school office** and report your absence as well as you would on a regular school day for your absence to be excused.

Digital Learning Day Policy— Attendance, con't

- If your parent does not call in your absence, your absence will be marked as unexcused and you not able to submit any of the assignments assigned that day.
- You have until 2:00 p.m. that day to check in as present.
- 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 make up assignments assigned during the digital learning day.
- 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.

Digital Learning Day Policy

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

Digital Learning Day Policy

- **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 on a school-related function.**

Digital Learning Day Policy— 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 School Fusion Pages **by 10:30 a.m.**
 - Students will need to check each of their scheduled classes' School Fusion pages for the lesson plan for the day and complete the lesson plan

Digital Learning Day Policy— Completing School Work, con't

- **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.

Digital Learning Day Policy— Completing School Work, con't

- 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.
 - If a Digital Learning Day in the second consecutive learning 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.
 - 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 by 10 p.m. on Wednesday night.

Digital Learning Day Policy— Completing School Work, con't

- **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.

Digital Learning Day Policy— Completing School Work, con't

- **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 as possible.

Digital Learning Day Policy— Completing School Work, con't

- **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.**