



Digital Learning Policy

Teacher Expectations:

1. Create daily presentations (Monday through Friday) that are posted on Edmodo.
2. Create and post daily activities/assignments for each class based on the daily presentation.
 - Presentations AND activities should be for at least 30 minutes for each class scheduled to meet on “A” days and for at least 1 hour for “B” day classes.
 - All presentations and assignments will be posted each day by 9 AM. (Teachers may post the night before, but not after 9 AM of the following day.)
3. Define a specific due date and time for each student assignment, e.g. “all work must be submitted through Edmodo, Teams or via email by 11:59 PM tonight.”
4. Be available for daily office hours (2 hours) on a course-by-course basis.
 - Teachers will be available online by email during defined hours for 2 hours a day during a specified time of the day to answer questions, e.g. "I will be online between 2-3:00 PM and 5-6:00 PM tonight to answer any email questions received during the day. “ Teachers may also post solutions/answers to frequently asked questions on Edmodo or Teams.
 - Teachers will include the hours that they will answer emails in the daily Edmodo posting.
5. Teachers will grade each assignment and post grades promptly. Students will receive a late grade or zero for assignments turned in late or not at all.
6. If school is closed for an extended period of time (more than 1 week), teachers will NOT post new assignments over the weekend. Students will receive any extended work (that goes over the weekend) on Friday with the daily presentation.

Student Expectations:

On a daily basis (Monday through Friday), students are required to:

1. Check each class Edmodo or Teams.
2. Watch the teacher presentation for each class scheduled for that “A” or “B” day.
3. Complete the assignments according to the directions of each assignment, deadline, and grading requirements on that day.

All teachers will hold students accountable with a grade for the assignment, and students will receive a late grade or zero for assignments turned in late or not at all.

If students have questions about lessons and assignments, they can first post their questions on Edmodo so that the reply and teacher response can assist all students. Individual teacher emails and voice memo are also options that students can use to communicate with their teachers. Students need to email questions at a reasonable hour. Teachers cannot respond to student questions that are emailed late at night.