

ASB Digital Days Learning Protocols

Please read carefully. Please read multiple times. As we navigate this, please be sure to read everything the school and individual teachers send thoroughly before emailing questions. Almost every time, your question will be answered in our communications.

Attendance

Pre-K: **Parents** must email your teacher between 8 and 9 AM, letting them know your child is up and ready to go.

Grades K-2: Teachers will send a Google Forms attendance link to families daily at 8:00 AM. **Parents** will complete by 9:00 AM Monday-Friday to let us know their child(ren) are up and ready to go.

Grades 3-8: Teachers will post a “question of the day” in their homeroom Google Classroom at 8:00 AM Monday-Friday. **Students** must answer by 9:00 AM.

Teachers will enter in Alma by 9:00 AM.

Any parent/student who does not communicate by 9:00 AM will result in that student being marked “Absent –Unexcused.”

Protocols for reporting illness, appointments, and unexcused absences remain the same. Parents will still be required to communicate illness and appointments that interrupt the student’s day. Please continue to email info@asbschool.org and your child’s homeroom teacher.

Attendance is required. Attendance must be done daily to maintain accurate records and institutional integrity. You may not email teachers the night before to indicate your child’s attendance for the following day.

Daily Learning Protocols

Digital Citizenship & Academic Honesty

Maintaining academic honesty and integrity is critical. Students need to complete work to the best of their ability without copying or having others (including parents) do the work for them.

Grade-levels:

Grade levels will be consistent. Students at each grade level will receive the same instructions and plans regardless of homeroom. Consistency is our goal.

Daily plan:

School hours for students will be 9:00-3:00 Monday through Thursday, 9:00-12:00 on Fridays.

This does not mean students will be sitting in front of a device from 9-3 each day. It does mean that is the time they have to complete their daily assignments and learning.

Each homeroom teacher will email their daily schedule/plan to students and parents by 9:00 AM each day Monday-Thursday using a Remote Learning Document. This document will outline the students' classes, assignments, and schedule for the day. There will be times where students are asked to be "live" on an interactive platform for learning. Pay close attention each day as the times and logins will be specified on that document. **All work assigned is expected to be completed and turned in by 3:00 each day.**

On Tuesdays, homeroom teachers will also send the students' weekly specialist Remote Learning Document. This will outline the specialist (Drama, Music, PE, Technology, and Self-Regulation) requirements for the week. **All specialist assignments are due by 12:00 on Friday.** Students and parents should spread these specialist assignments out throughout the week.

One more time:

- Required student hours: 9:00-3:00 Monday-Thursday, 9:00-12:00 Friday
- All daily work emailed by 9:00 AM and due that day by 3:00 PM.
- Specialist work emailed Tuesdays and due Fridays.

Video & Interactive Platforms

As we progress through this, our goal is to use video and/or interactive platforms as much as possible. It will be important to have students see our faces, hear our voices, and interact with us in order to maintain engagement and connection. We will also want to see, hear, and interact with them!

Should you need a device with more capacity, Jeri-Su Prewitt will be at the main office on Tuesday, March 17th from 8:00-10:00 AM. You may come to check out a school-owned device. Please email her at jprewitt@asbschool.org beforehand.

Assessment:

Teachers will be using different ways of administering assessments. Grades will continue to be entered in Alma.

Behavior grades will be based on participation and completion according to the guidelines for digital learning. Lack of participation and work completion will be reflected in the gradebook.

Staff Hours & Campus Access

All staff will be available electronically between the hours of 8:00 AM and 4:00 PM Monday-Thursday, 8:00 AM-12:00 PM on Friday.

We are asking staff to stay off email after 4:00 M-Th until 8:00 AM the following day. We are asking them to stay off email after 12:00 PM Friday through 8:00 AM on Monday.

We are asking students and families to do the same. Unplugging, making time for exercise, family, nutrition, fun and mindful activities will be critical during this time.

Communication

I have asked all teachers to include the administration on **all** communication during the closure. Yes, every communication. This is not to check up on anyone, it is simply to ensure we continue to have eyes on all aspects of school operations when we cannot physically be in the same space. This is to support students, parents, and staff to the best of our ability during this remote schooling period.

The Bulldog Bulletin, updates from the principal, and classroom newsletters will continue, so please read everything carefully.

Report Cards

Report cards will still go home Friday, March 20th. Monday is still considered a half-day for students to allow time for teacher to input grades. You will receive report cards by email on Friday, March 20th.

Conferences

We will not reschedule conferences. Teachers will communicate concerns as needed.

Calendar changes

In order to meet our instructional hour requirement but also provide flexibility given the current mandate, the following changes will be made to our current calendar. This is also to ensure we can still have our last day of school be Thursday, June 11th.

- Spring break – We will **extend** Spring break to a second week. Spring break will be April 13-24. These two weeks will be vacation with no assigned digital learning.
- Thursday, May 21 Reunification noon-dismissal - **cancelled**, now full day of school
- Friday, May 22 Day off before Memorial Day weekend - **cancelled**, now full day of school
- Wednesday, June 10 Field Day noon dismissal - **now full day**
- No MAP testing will be administered when we return in spring

Take Care of Yourself!

Turn off your and your student devices at the end of the work day.

Our counselor Mrs. Dahl has put together a wonderful list of resources for parents and students to manage emotional and mental health during this time. This will be shared tomorrow in the Bulldog Bulletin.

Take breaks. Get outside. Journal. Read. Pray. Hug your children. Play a game. Whatever works for you.

Be flexible. As I have said, we are well prepared but even the best laid plans don't always work. Our staff are professionals who are working hard to provide the best they can for your children. Patience and flexibility are a must for all of us.

We will be monitoring this situation daily. We will continue to have faculty meetings. Teachers will continue to plan together for student learning. Please assume we are doing all we can each day to make adjustments as needed. There will be times where we need time to make decisions that best address individual situations. Allow us that time and know we are doing everything with your children's best interests in mind.