

The Digital High School Policy Handbook

Welcome to Digital High School! Our goal is to set each student up for success in earning his or her high school diploma. This goal starts on the student's first day in the classroom and uses several research-based strategies to assist students in their learning process. We strive to create an atmosphere of respect, which will help prepare our students for the world after high school, including both the college and career worlds. Our policies are designed to keep students focused on their coursework while they are in the classroom, and, as a result, progressing through the credits required for graduation.

Progress Policy:

- Full-time students are expected to earn a minimum of three credits every nine weeks of enrollment.
- Part-time students are expected to earn a minimum of one credit every nine weeks of enrollment.
- Teachers will conference with students frequently to discuss class progress, as well as possible reasons why acceptable progress is, or is not, being made.
- Parents/guardians are welcome to contact teachers regarding their student's progress.
- Parent/teacher/student meetings will be required if a student falls below the minimum credit expectation in order to discuss the situation and develop a support plan.
- Here's what success in each GradPoint course looks like:
 - Taking notes (Cornell, outline, web, key word, etc.) on each section. Notes can be used during quizzes and tests. Tests will not be reviewed without discussing student notes.
 - Watching all the available video clips in the lessons, if a video is not accessible, please see the teacher!
 - Reading and answering **ALL** text, critical thinking & lab questions.
 - Taking and passing the assessment activities with a minimum of 80%, this includes tests, quizzes, and written assignments.
- Students may login and work on GradPoint from a location other than their classroom at the Roy J. Wasson Academic Campus. Students may also work on the written assignments for English and PE courses outside of the classroom.
- Continued failure to meet expectations may result in dismissal from the Digital High School.

Cell Phone Policy

- As employers are increasingly requesting their workers refrain from using cell phones during work hours, it is important for students to develop self-discipline in using their phones only during their free time.
- Students may not use cell phones during class. Cell phones need to be turned off or in a pocket or bag during the entire class session.
- Students with visible cell phones will be asked once to put it away, as a warning.
- After their warning, students continuing to use cell phones will be given a choice to turn in their cell phone or be referred to administration, in either event the teacher will contact the student's parent/guardian to discuss the situation.
- Continued cell phone violation will result in a referral to administration and possible dismissal from Digital High School.
- Parents/guardians needing to contact their students during class session may contact the classroom teacher directly at the number listed on the "Staff" tab of our website: <https://www.d11.org/domain/3343>

Attendance Policy

- Absences and tardies may also interfere with a student's ability to make acceptable progress.
- Parents/guardians must call the classroom teacher within 24 hours of an absence to excuse that absence. Notification of prearranged absences is appreciated as soon as possible!
- Teacher will notify parents/guardians of any unexcused absences
- Three tardies will be counted as an unexcused absence and the teacher will notify parents/guardians.
- Insufficient class progress made due to absences/tardies may result in dismissal from the Digital High School.

Plagiarism/Cheating Policy

- Academic honesty and integrity in schoolwork are essential components to student achievement.
- Copying another student's work, plagiarizing the work of another author, or cheating on academic tasks and assessments is prohibited. Students who commit acts of dishonesty in the academic area are subject to disciplinary action and academic penalty. Cheating includes using online sources such as Google, Course Hero, Quizlet, Brainly, etc., while working on an assessment.
- Students struggling with content issues are encouraged to contact their teacher for assistance as soon as possible.

General Classroom Expectations

- We maintain a "Library Atmosphere" in our classrooms to minimize distractions.
- Students are expected to be logged in and working for the entire class session.
- Students sleeping in class will be warned. If the behavior continues, parents/guardians will be contacted, and the student will be sent referred to administration.
- Only registered students are permitted in the classroom.
- Homeroom time may change depending on activities but will include a set schedule of "Flex Time," during which students may attend to their personal needs.
- Students need to treat computers and equipment properly and with respect. Students should report any issues with their computer to their teacher ASAP.
- Students are expected to follow the D11 Acceptable Use Agreement (available at: <https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/69/SectionJ/JS%20fka%20EHC%20revised%205.29.19.pdf>)
- Students will be permitted to listen to music through their computer, providing it does not become a distraction for them or other students.
- **Teachers will actively monitor student computer use!**
- Students are permitted food and drink in the classroom provided drinks are in a closed container and food is not a hazard to the computers.
- Students are expected to clean up after themselves. This includes picking up trash/recycling, putting away learning materials, and logging off the computer before leaving their workstation for the day.
- Students are expected to comply with D11 Dress code.
- **Digital High School Teachers are here to help students find success in earning credits; please ask for help when you need it! Please speak with your teacher about their availability.**

Digital School Schedule

- Morning Session – Monday-Thursday 7:10am-11:35 am, Friday 7:10am-10:50am
- Afternoon Session – Monday-Thursday 11:40am-4:00pm, Friday 11:20am-3:00pm
- Evening Session – Working remotely
- The Digital High School runs on the D11 Schedule, if D11 is closed, so is the Digital High School.
- 2-Hour Delays affect ONLY the morning session, all other classes run as normally scheduled.