Ridgewood Digital Academy Questions and Answers

1. **Do the students need to sign in at the office when they arrive at school?**
   Students will need to report to the Digital Academy Center (computer lab)

2. **What is the minimum amount of time that students must remain in the Center?**
   Students will have to attend the digital academy for at least 3 ½ hours a day. Suggested block times: 8:00---11:30 a.m. or 1:00---4:30 p.m. Digital Academy is open from 7:55 a.m. to 2:19 p.m. during the regular school day as well as our after school program which runs from 2:30 to 5:30 p.m.

3. **Do the students need to ask permission to leave the Center to use the restroom?**
   Students need to get permission to leave the room at anytime.

4. **Can the students leave the school anytime from the Center?**
   Students can leave if they receive permission from the Digital School Coordinator as well as the After School Coordinator. If the student has permission from their guardian or is 18 years of age.

5. **Do the students have to sign out when they leave, if so, where?**
   Students will sign out with the Digital School Coordinator.

6. **Who is/are the site manager/managers?**
   Sam Carpenter is the Digital School Coordinator during the school day.
   Peggy Ball is the After School Program Director.

7. **Are there explanations/instructions for how to complete each section of lessons?**
   Digital School Coordinator will train students on using the online program.

8. **If errors are made by the students because there are not clear instructions, are there ways to repeat the lessons or substitute work to improve their scores?**
   Students have the opportunity to retake any lessons. The Digital School Coordinator can reset the lesson giving the students the ability to retake any lesson.

9. **How are the grades calculated for each subject?**
   Grades are calculated on a weighted scale that includes course projects, discussions, unit activities, mastery test, post test and semester test. These may vary from subject to subject. Students grades as well as pacing goal are posted to the student's Plato's home page.

10. **What are times of the Digital School?**
    Digital Academy is open from 7:55 a.m. to 2:19 p.m. during the regular school day as well as our after school program which runs from 2:30 to 5:30 p.m. Suggested block times: 8:00---11:30 a.m. or 1:00---4:30 p.m.

11. **Is there a separate area in the Center for students who are testing?**
    Students will take their exams and complete their lessons in the Digital Academy.
    .

12. **How are grades posted?**
    Students as well as Parents/Guardians may view grades on the Plato's Home Page.

Parents/Guardians need to utilize the Plato's Home page to view the progress of their child. Progress Book grades will only post interim and nine week grade.

13. **If a site manager is to contact students about their work, how do they contact the students and when?**
Students will be contacted by the Digital School Coordinator if a problem arises such as attendance or not completing of lessons.

14. **How is the absence documentation submitted, in what form, to whom, and when?**
Absence are submitted to the high school office. Students who miss school or will be counted absent. It will be the student's responsibility to provide documentation for absent excuse.   Students who are employed must provide documentation of employment and set up a regular schedule meeting time with the digital school coordinator.   Digital School students follow the Ridgewood High School Attendance policy.

15. **If a student is not completing coursework, who from the school will make phone calls?**
Digital School Coordinator will be the contact person. They may also be contacted by High School administration as well as the Attendance Task Force.

16. **How do I contact the Digital School?**
You will contact the high school at 545-6345. You can also contact Sam Carpenter, Digital School Coordinator at sam.carpenter@ridgewood.k12.oh.us.