

Ridgewood Digital Academy Questions and Answers

- 1. Do the students need to sign in at the office when they arrive at school or are there sign in sheets in the Center?**
Students will need to report to the Digital Academy Center (computer lab)
- 2. Once the students are signed in, is there a minimum amount of time they have to remain in the Center?**
Students will need to complete a lesson per course per day.
- 3. Can a student take an exam and then leave?**
Only if they are in good standing with their coursework, they can leave. Digital School Coordinator will determine this based on the student's completion rate with courses.
- 4. 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.
- 5. Can the students leave the school anytime from the Center?**
Students can leave if they are in good standing with their coursework.
- 6. Do the students have to sign out when they leave, if so, where?**
Students will sign out with the Digital School Coordinator.
- 7. Who is/are the site manager/managers?**
Sam Carpenter is the Digital School Coordinator
- 8. Are there explanations/instructions for how to complete each section of lessons?**
Digital School Coordinator will train students on using the online program.
- 9. 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 will set this up.
- 10. How are the grades calculated for each subject?**
Grades are only based on the exam scores.
- 11. What are times of the Digital School?**
*Digital School is open every school day from 8:00 a.m. to 2:30 p.m.
After-school program will begin sometime during the first 9 weeks. It operates from 2:30 p.m. to 5:30 p.m. on Mondays through Thursdays.*
- 12. 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.
- 13. What weight do the lessons have on the grade for each class?**
Lessons and practices prepare the students for the exams. Only exams are calculated for a grade.

14. What weight do the exams have for each class?

Exams count for 100% of the grade.

15. How are grades posted?

Students will receive interim grades as well as nine week grades.

Contact the Digital School Coordinator for updated grades.

16. 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.

17. Since some students are working from home, is attendance taken on weekends if they log on and complete lessons on weekends?

Attendance is only taken on school calendar days.

18. How is the absence documentation submitted, in what form, to whom, and when?

Absents are submitted to the high school office. Students who miss school or not complete lessons will be counted absent. It will be the student's responsibility to provide documentation for absent excuse. Digital School students follow the Ridgewood High School Attendance policy.

19. If a student is not completing coursework, who from the school will make phone calls?

Digital School Coordinator will be the contact person.

20. 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@omeresanet.net.