

Distance Learning FAQ Sheet

Distance Learning at Aspen Academy Frequently Asked Questions



Attendance:

What method will be used to verify “student attendance” during a distance learning day?

- Each Student will access a Google form available in their teachers Google Classroom. Middle School Students will access the form in their Advisor’s Google Classroom. Completion of the form FOR ATTENDANCE purposes must occur **before 4:00 PM on each distance learning day for each student.**
- The attendance procedure MUST be completed on the actual day that is being used as a distance learning day to be counted present.
- If a student/parent has not filled out the daily attendance form **by 4:00PM** this will be counted as an unexcused absence.
- The Dean’s Office will be responsible for using the data and contacting parents by making phone calls, emailing, etc. to remind families of this procedure.

Distance Learning Requirements

What rules will govern distance learning assignments?

- Students/Parents will need to fill out the distance learning attendance form (for each student) that can be found in each teacher’s Google Classroom.
- Students must go onto the teachers Google Classroom page to find assignments for that day.
- Assignments will be posted daily by 10:00 AM
- Complete the assigned work prior to the next day or by the due date specified by the teacher.
- Report any issues for Google Classroom Access or technology to Jodi.Herlick@aspenacademymn.org

Teacher Expectations & Requirements:

What teacher expectations are required to create, distribute, and assess distance learning assignments?

- Teachers must have an appropriate assignment posted by 10:00 a.m. on each distance learning day.
- Teachers will have a due date for each assignment and grades will be added to the gradebook.
- Teacher online office hours are from 10:00 a.m. – 4:00 p.m. Teachers are expected to be connected and available to answer emails from students or parents during this time period. Timely responses to those questions are essential during the common online office hours. All emails received before 4:00 should be returned.
- All distance learning assignments must be posted via Google Classroom
- Assignments need to align with standards from the current unit or standard aligned with course level essential questions.
- There is no additional “homework” for distance learning days.
- Students have until the next school day to complete the assignment unless a specific extended due date is given. Students who document wifi issues should be allowed to make up the assignment without penalty. Students who call in with an excused absence on distance learning days should also be able to make up the assignment without penalty.

Free & Reduced Lunches

What do I do if we are in need of lunch?

- We are only offering to provide lunches for those who qualify for free and reduced lunch while school is closed.
- Order lunch online as usual.
- Lunches will be handed out at school in a drive-thru manner.
- Pull up to the front of the school by the playground just like drop-off and pick-up times.
- A school staff member will come out to your car.
- Please show them an i.d. and tell them who you are picking up lunches for and they will verify it with the lunch order.
- Your lunches will be brought out to you in a sealed package.
- Lunches can be picked up between 11:30 – 12:30 daily during distance learning days only. If the school is “closed” and it is not a distance learning day lunches will not be provided.

Technology Needs & Assistance

What do I do if my family needs a computer for distance learning days?

- First complete this Google Form
https://docs.google.com/forms/d/e/1FAIpQLSdMz0gUTb1Xacug50vG1_X-LzOUHMYJMVAIxqBFFcCm58Y49A/viewform

- Once the form is filled out we will check out a computer to be used for distance learning days.
- If you are in need of technical assistance with Google Classroom Logins please contact Jodi.Herlick@Aspenacademymn.org