

ONLINE LEARNING DAY

Aspen Academy • Student Guidelines

As a student, what are my responsibilities?



Check Google Classroom for assignments after 10am. Of course, you may check ahead of that, but there's a chance that you'll miss some important information. Even though you receive notifications or email duplicates of Announcements, always double-check your Google Classroom for each Teacher.



By 4:00 p.m. Daily students need to fill out the Google Attendance. If this is not completed by 4:00 p.m. you **WILL BE** counted as an unexcused **ABSENCE**. You can find the link on each teacher's Google Classroom Page. Middle School students will complete the form in their Advisor's Google Classroom.



In each Google Classroom teachers are available from 10:00 a.m. to 4:00 p.m. Also pay attention to due dates and times for activities, as they may be different than your class's routine.

As a student, what can I do to stay organized?



Start your Distance Learning Day early, but also check throughout the day for updates. Waiting until late-afternoon or evening to start your work adds unnecessary stress.



Divide work-time into manageable, 30-40 minute sessions. It's a lot easier to stay focused! It's also okay to take a short break, but remember to finish your work!



Complete the work for the class that you find the easiest. Check it off your list, and then concentrate on the items that may require more time or effort.



Ask your teachers questions! Use email for the fastest replies.