Menlo Student Distance Learning Plan

Weekly lessons, activities and assignments will be posted online.

Each school day class is scheduled, students should:

- Review the Daily Announcements (sent through Google Classroom)
- Visit your classes online in Google Classroom Sites
- Respond to the “Do Now” for each class (this is how attendance is taken!)
- Review the lesson introduction and content
- Complete the assignments/projects and turn in on the due date (see below)
- The daily lesson will take 25 minutes (maximum) and may be a longer weekly assignment/project (2 hours)

During the week students should:

- At your own pace, work on other activities or assessments (for each class) posted for the week. Plan to be finished with the week’s activities by the next time the class meets.
- Connect with your teacher if you need help; at minimum, your teacher will reply to you during their posted office hours.
- **Office Hours:** Staff will hold office hours each day where they will be available to students ‘live’ via Google Meet so that students can meet with teachers in real time. Check on each teacher’s availability in their Google classroom
- **Assignment Due Days:** Each core class will accept completed homework on each day of the week.

  Monday - daily advisory + turn in work for any subject
  Tuesday - daily advisory + turn in work for any subject
  Wednesday - daily advisory + turn in work for any subject
  Thursday - daily advisory + turn in work for any subject
  Friday - daily advisory + turn in work for any subject
● **Emails/Student-Parent Contact:** Teachers will respond to communication from staff, students, and parents on a daily basis. Any communication sent from 8am-3pm, M-F, will be responded to no later than 4pm of that day. Any queries sent after 3pm may be responded to on the next business day.

● Upon request, parents can receive "Guardian email summaries" from the google classrooms in which their students are enrolled.

● Advisors will directly contact each of their advisees in the case of important updates and announcements.

### Device and Platform Support for Students (The Source)

#### MENLO PARK ACADEMY STAFF

#### ACADEMIC TEAM

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The MPS COVID-19 Response Plan provides essential information to students, families and staff to help everyone adjust to living and learning under these challenging times. Updates to this resource page will be made as students take part in Distance Learning and new information is made available.

Per Governor Walz's executive order, MPS school BUILDINGS are closed from March 17 until the rest of the school year to slow the spread of COVID-19 (coronavirus).

While school buildings are closed, MPS students will still continue learning through Distance Learning, which began on April 6, 2020.

Answers to questions on the following topics are available on this page; see the latest family updates here related to Distance Learning and COVID-19.

1. Food Services for Children
2. Wellness and Mental Health
3. Communications
4. Technology Support
5. Instruction and Grading
6. Standardized Testing
7. Special Education and 504 Services
8. Specific Student Groups
9. Staff Resources
10. Free Child Care for Emergency Personnel and Health Workers