



**To: MAHS Parents/Guardians and Students**  
**From: MAMS Principal, Sarah Suchy - MAHS Principal, Nate Meissner**  
**Subject: Distance Learning Policies and Procedures**  
**Date: November 11, 2020**

## **Class Schedule during Distant Learning**

1st period: 8:15-8:55 AM

2nd period: 9:05-9:45 AM

3rd period: 9:55-10:35 AM

4th period: 10:45-11:25 AM

“LAKER TIME”: 11:25-12:10 PM

- Friday Advisory: 11:40-12:10 PM
- Student/Staff Lunch: 12:10-12:40 PM

5th Period: 12:40-1:20 PM

6th Period: 1:30-2:10 PM

7th Period: 2:20-3:00 PM

## **Am I required to be on Google Meets every day for all classes during Distant Learning?**

Yes, students will follow the class schedule listed above, and will be required to log into the Google Meet for each class every day school is in session.

## **What is Laker Time?**

“Laker Time” is time for students to reach out to their teachers or vice versa. If you are struggling with classes, attendance, academics or other areas of school this would be the time to connect with staff. This is also a time for students to get caught up on homework, or prepare for the remainder of the day.

## **Do I need to report to “Advisory Period” on Fridays?**

Yes, Advisory Period is part of the daily schedule on Fridays OR the last day of the week and you must report to that Google Meet.

## **How does attendance work?**

Students will be present and live on the Google Meet at the start of each class and

remain live until the teacher dismisses them. Students who do not attend live sessions will be marked tardy (under 5 minutes late) or unexcused absence. A truancy petition will be filed if students accrue 7 or more unexcused absences.

**If I am Distance Learning, am I responsible for all of the work?**

Yes, you will be graded like any other student and are responsible for all of the work.

**Is There a Person I Should contact with general questions:**

Mr. Gruber is our Student Support Coordinator and will serve as the Distant Learning liaison. Should you have questions or concerns about Distant Learning please call or email Mr. Gruber at [bgruber@isd2149.org](mailto:bgruber@isd2149.org) or 320-239-4800 ext 1216.

**How do I take Tests/Exams?**

Work with your classroom teacher or Liaison to complete tests. Special conditions may apply, such as requiring you to record or live stream you taking the test/exam to ensure academic integrity. If there are questions of academic dishonesty (cheating), you may be asked to show your work or orally discuss the questions with your teacher or Liaison.

**What are the expectations of me when working from home?**

The following will be expected of students when learning from home. Failure to comply will result in Unexcused Absences or Disciplinary Procedures.

- Students will have web cameras on during class, and the camera will be positioned so the student's face is clearly visible.
- Students should be "Live" (on camera and connected to the class through Meet,) at the beginning of class, and should remain "Live" until dismissed by the teacher.
- Students should be located in a productive learning environment, such as at a table or desk. Ensure the lighting is adequate and do not have distracting backgrounds.
- Class time should be just that—Class time. Students should not be engaged in other activities, such as work, chores around the house, or recreation during class.
- Microphones should be muted unless the teacher asks students to unmute.
- Sound on a student's chromebook should be on, so they are able to hear and respond to the teacher.
- Appropriate clothing should be worn. What you wear to school should be worn on camera. What you do not wear to school, should not be worn on camera.
- Students should check email frequently during the school day. When a teacher contacts you, respond promptly.

**What if I am unable to Be “Live” with my classes during the scheduled time?**

Distance Learning is the same as a regular day of school. If you do not attend, a parent/guardian must call you into the office. Oversleeping, working a job, etc. are unexcused absences. If you are sick or have a medical appointment, contact the HS office. Excessive absences will require notes from medical providers or will result in unexcused absences. Students who are absent 7 or more days (the law states one or more periods on seven or more days) are considered truant, and a report will be filed with the Pope County Attorney’s Office.

**I like to sleep in, or would like to get a job. Can I do Distance Learning in the evening?**

No, Distance Learning is considered a regular school day. Teachers and staff are available from 7:30-3:30, and your school work must be completed during the school day. Attending classes and completing work at other times will not be allowed. The exception is to work on assigned homework, which may be done after hours.

**If I contact my teachers, when can I expect a response?**

Teachers will get back to you as soon as possible. However, they are still teaching a full course load, and may not be able to contact you right away. The best way to contact them is via email. Teachers and staff are working from 7:30-3:30 on school days, so if you send a message after hours, do not expect a response until the next day.

**What if my Internet is not working?**

You should connect with your teacher, Mr. Gruber, or call into the High School or Middle School Office ASAP. You should do this prior to the class if possible.

**What If I do not have adequate Internet access At home?**

You should work with Mr. Gruber or the office to make a plan. We are working with numerous companies to provide internet to all areas of the Minnewaska School District.

**What if I am struggling in my classes?**

Students should communicate with Mr. Gruber, their advisory teacher, or their classroom teacher for assistance. Curriculum questions should be directed to the classroom teacher.

**If I am Distance Learning, can I come into the school building to visit or meet with staff?**

Permission would need to be granted for by the building principal.

**What if I am having trouble with my school issued device?**

If you are having issues with your school issued device, send an email to

[massupport@isd2149.org](mailto:massupport@isd2149.org). Someone from our technology office will be in touch with you.

**When I'm in Distance Learning, can I get a school lunch?**

All students have the ability to have a school breakfast and/or lunch. Students will need to sign up with the MAS Food Service Department to arrange this. Details will be forthcoming for the signup along with pickup locations and times.

**How will I know if the schedule changes on a particular day?**

During Distance Learning, we anticipate very few schedule changes. Should one take place, students will be notified via email from their teacher. Should there be a change to schedules as a full school, the building Principal will use School Messenger to share with parents. It is the responsibility of students to check emails daily.

**What if I have an identified learning need that requires Special Education services?**

Students and families who are on an Individualized Education Plan (IEP) will work with their Special Education teachers to determine what learning options are based on student needs.

**What if I am at risk of failing or require additional support for mental health?**

Minnewaska Area Schools is committed to working with families and students that demonstrate at risk needs of failing or require additional support for identified mental health needs. Students and/or families should connect with their school's building principal to discuss options to support their needs.