**ASA Coronavirus Distance Learning Plan**

This document is to help outline the plan that ASA is implementing for student to continue to receive educational instruction during this shutdown due to the Novel Coronavirus (COVID-19). This plan will be modified or discontinued as is appropriate to the conditions at the time. Please continue to check in for additional guidance.

**Goal**

To minimize the disruption to learning caused by emergency school closures by making those out-of-school days as educationally productive and engaging as possible.

**Background on COVID-19**

Informational updates on COVID-19 can be found on the MDE site at: <https://education.mn.gov/MDE/dse/health/covid19/>

**Daycare Plan [Changed: 6-4-20]**

ASA will not be providing daycare services once the normal school year is completed (June 4). We recommend that parents contact Cambridge-Isanti Adventure Kids program, Lil Sprouts Daycare, or Krayola Kids Daycare.

**ESY Plan [Added: 6-4-20]**

The ESY program runs from July 6 - July 24 and will take place on-site at the Art and Science Academy Elementary School on Monday, Wednesday, and Friday from 8:00 - 11:45 with distant learning taking place on Tuesday and Thursday.  The program offers remedial services for students in special education in grades K - 7 and consists of language arts, math, life skills, social skills, adapted physical education, and speech/language instruction.

The ESY coordinator is Frank Asleson and he can be reached at: [frank.asleson@artandscienceacademy.k12.mn.us](mailto:frank.asleson@artandscienceacademy.k12.mn.us).

**Meals Plan [Updated: 6-3-20]**

ASA will be providing breakfast/lunch meals for pickup on Mondays through the remainder of June in much the same manner as we have been doing during this covid period. Any child under 18 is eligible, but we do ask that you contact the Elementary School office so we have approximate numbers as our meals are provided through Lancer Dining so we do need some advance notice if at all possible. Pickups will be at the Middle School on Mondays from 11 am to 1:30 pm. A note for the last week of June, there will only be meals for two days as that is not a full week and we are allowed to account for meals only through June 30.

After June 30, ASA will not be providing community meals the remainder of the summer. For meal services it is recommended to contact Cambridge-Isanti school district to see if they are still continuing summer meals or for additional food supplies it is recommended to contact Second Harvest as a central hub during this time.

**Distance Learning/Attendance Plan**

To best meet students’ needs, instruction must be provided to students. This can take various formats, including but not limited to the following:

* Teachers creating pre-recorded instructional videos for students to watch that focus on teaching a concept.
* Teachers finding quality already-created videos that directly address the standard(s) for students to watch.
* Teachers sharing and utilizing textbooks, novels, articles, primary source documents, texts, or other supporting readings to guide students in thinking about a particular topic or skill.
* Students answering higher-level thinking questions on discussion boards, therefore learning from one another.

ASA is currently using a combination of Google Classroom, packets, and online conferences to make contact with students for distance learning. We will be modifying this plan as we find out what is effective. Teachers already should have been reaching out to families and testing connections. Individual cases may apply in terms of needs, but families can contact teachers to see what arrangements are available.

Additional tools for communication between teachers and families could include Google Hangouts, student email addresses, and parent provided email addresses. The Google Classroom format will help make it easy for students to (a) communicate with their teachers and classmates; (b) receive work and resources; and (c) send assignments back to teachers. Teachers may use other communication platforms such as Zoom, Google Meet, or SeeSaw in addition to Google Classroom.

**Grading Policy for Trimester 3 – Elementary School**

Elementary school grading policies have not changed during the covid distance learning period.

E- 97-100

M- 96.99-80

P-65-79.99

N-64.99 and below

**Grading Policy for Trimester 3 – Middle School**

In March we saw that distance learning was going to create a series of unforeseen and unavoidable hurdles for families. Parents, students, and staff have undertaken wonderful efforts to overcome these hurdles, but they still exist. With that in mind, all middle school courses for Trimester 3 will be marked as Pass or No Grade. Students who earn a percentage of 60% or higher will receive a Pass (P) on their report card. Those students who earn less than 60% will be assigned a No Grade (NG).

Honor Roll Certificates

In this time of distance learning we want to recognize the hard work and extraordinary efforts of our students. We know that none of you had any control over these unusual circumstances, yet your focus on your studies and determination to succeed has carried you through. The situation is less than ideal for many and, for that, we offer our understanding and empathy.

The process for receiving an honor roll certificate will look differently this trimester. We are asking for parents and students to review their gradebooks and have conversations as a family about achievement. Typically, we assign grades to percentages according to the table below.

Once a percentage is assigned to a grade, we then add up the grade points for each of your grades according to the chart below and divide by the number of courses taken to determine the cumulative GPA for the grading period.

Letter Grade Percent Grade GPA

A 93-100 4

A- 90-92 3.7

B+ 87-89 3.3

B 83-86 3

B- 80-82 2.7

C+ 77-79 2.3

C 73-76 2

C- 70-72 1.7

D+ 67-69 1.3

D 63-66 1

D- 60-62 0.7

F Below 59 0

A Honor Roll is 3.7

B Honor Roll is 3.0

If through that conversation, parents and students feel that an honor roll certificate has been earned you will be able find the certificate attached as both a PDF and a Word document. Simply type in your student’s name and click print. If you would like a certificate printed for you and mailed home we can accommodate. To do this, email your request to Amy Donegan, amy.donegan@asa.k12.mn.us, sometime between June 3rd & June 12th and a certificate will be sent to you before the end of June.

End of Year

The last day of school is Thursday, June 4. The last week leading up to that day (June 1 - 4) will be a time for any final assessments to be submitted, culminating projects, review, or make-up time. Look to your teachers for direction on what students will be doing during that time. Students' last day to submit work will be Tuesday, June 2nd. The additional days are for any issues or assignments to be resolved by students and staff.

**How to Contact**

Building Hours (as of 6/5):  
To minimize person to person contact, follow MDH guidelines, and with our shift to summer hours, ASA building hours in the summer:

*Elementary:*

In-Building - ESY only in July  
No in-person front office, all contact requests by phone/email. General line voicemails will be returned within 24 business hours.

*Middle School:*

Mondays in June: Meal pickup 11 am – 1:30 pm.  
Mon/Wed: Office by phone 8 am – 2 pm.  
No in-person front office, all contact requests by phone/email. General line voicemails will be returned within 24 business hours.

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| **For Questions About:** | **Contact:** |
| Classroom/Subject/Assignments/Grades | The relevant classroom teacher, all addresses are [firstname.lastname@artandscienceacademy.k12.mn.us](mailto:firstname.lastname@artandscienceacademy.k12.mn.us) |
| Meals | Elementary: [casie.poser@artandscienceacademy.k12.mn.us](mailto:casie.poser@artandscienceacademy.k12.mn.us)  MS:  [amy.donegan@artandscienceacademy.k12.mn.us](mailto:amy.donegan@artandscienceacademy.k12.mn.us) |
| ESY | ESY Contact: [frank.aseleson@artandscienceacademy.k12.mn.us](mailto:frank.aseleson@artandscienceacademy.k12.mn.us) |
| Special Education/Accommodations/Services | The relevant SpEd case manager, all addresses are [firstname.lastname@artandscienceacademy.k12.mn.us](mailto:firstname.lastname@artandscienceacademy.k12.mn.us) |
| Attendance Issues | Elementary: [sara.lebens@artandscienceacademy.k12.mn.us](mailto:sara.lebens@artandscienceacademy.k12.mn.us)  MS:  [rachel.hemsworth@artandscienceacademy.k12.mn.us](mailto:rachel.hemsworth@artandscienceacademy.k12.mn.us) |
| Technology Issues (reset passwords) | [david.holboy@artandscienceacademy.k12.mn.us](mailto:david.holboy@artandscienceacademy.k12.mn.us)  or  [kevin.fitton@artandscienceacademy.k12.mn.us](mailto:kevin.fitton@artandscienceacademy.k12.mn.us) |
| Technology Issues (chromebook repair) | [david.holboy@artandscienceacademy.k12.mn.us](mailto:david.holboy@artandscienceacademy.k12.mn.us)  or  [kevin.fitton@artandscienceacademy.k12.mn.us](mailto:kevin.fitton@artandscienceacademy.k12.mn.us) |
| All Other Issues | Elementary:  [lisa.brady@artandscienceacademy.k12.mn.us](mailto:lisa.brady@artandscienceacademy.k12.mn.us)  MS:  [jon.moberg@artandscienceacademy.k12.mn.us](mailto:jon.moberg@artandscienceacademy.k12.mn.us) |