

Asheville School's Distance Learning Plan

March 20, 2020

Dear Students and Parents,

Greetings from Asheville School! Below you will find instructions to get prepared for our Distance Learning that will commence on **Monday, March 23**.

In order to accommodate our global community spanning time zones around the world, we will be taking a blended learning model. This approach will consist of two parts:

1. **Asynchronous Learning** which is not "scheduled" and does not require the teachers and students to be on-line together at a specific time. This will provide students with the flexibility they may need in this new situation.

For our Asynchronous (unscheduled) Learning, students will log on to the school portal. [Click here](#) for a video showing what that will look like. [Click here](#) for written instructions.

You will have five lessons a week, Monday through Friday, for each class. These lessons will include links to materials and resources (often directing you to your class OneNote page). These classes will have a daily task for you to complete at any time that day. Please make sure to complete these tasks, as this is how we are assessing your engagement. Should you need more flexibility, please contact your teacher. From time to time, you will also have assessments of your understanding of the material (quizzes, tests, essays, etc.).

Teachers will provide any resources that you'll need for class, so don't worry if you don't have your textbooks, binders, etc. As long as you have a computer and access to the Internet, you're good to go.

1. **Synchronous Engagements** are scheduled. These will offer the opportunity for real-time interactions with teachers for group and individual support (akin to an on-line Conference Period) at established times.

For these "office hours," we will be using Microsoft Teams for chats and video-conferencing. [Click here](#) for a video showing you how to download Microsoft Teams. [Click here](#) for written instructions on how to do so. You will receive a digital invitation from your teachers asking you to join their specific Teams; please accept those invitations when they arrive. Should you encounter any technical difficulties downloading Teams, please contact Mr. Lang at langi@ashevilleschool.org

[Click Here](#) to view the schedule we will follow for these synchronous "Conference Period" sessions. You may reach out to a teacher at any time, but these are the times each week when your teachers will definitely be on-line and eager to work with you as an individual or in groups.

These two steps (familiarizing yourself with the Portal and downloading Microsoft Teams) should be completed before Monday morning so that you are set and ready to begin our new learning adventure.

All instructions and support will also be available on the School Portal Resources Page under the “Distance Learning” tile.

Parents, some of you may be wondering how you can best support your child at this time. Here is what we recommend:

1. Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play; your child’s health and well-being are our number one priority;
2. Provide an environment conducive to learning (reliable access to WiFi and a quiet space during the daytime)
3. Help your student establish the best schedule for his/her learning needs;
4. Engage in conversations on posted materials and assignments;
5. Encourage attendance, as much as possible, to the Office Hours offered by teachers;

Your child’s advisor will be the first point of contact; please reach out to him or her with any questions and concerns.

Thank you all for your patience and flexibility as we work together through this plan. We will certainly need to make some tweaks and modifications along the way. Please continue to check email daily for any updates. We look forward to reconnecting with you all next week as we embark on this journey together.

Go Blues!

Helen Plaehn
Academic Dean