Andover Public Schools Aspen Family/Parent Portal Minimum Requirements			
	Elementary Schools *as of December 1, 2014*	**Middle Schools** *as of December 1, 2014*	**High School** *as of October 1, 2014*

Posting of Assignments:
 	
- **Homework**
- **Short & Long-Term Assignments & Projects**
	• Homework assignments
	• Long range reading assignments
	• Long-term projects posted
	  ○ Project descriptors
	  ○ Project criteria and/or rubrics
		• Homework assignments
		• Weekly overview
		• Long-term projects posted
		  ○ Project descriptors
		  ○ Project criteria and/or rubrics
			• Homework assignments
			• Weekly overview
			• Long-term projects posted
			  ○ Project descriptors
			  ○ Project criteria and/or rubrics

APS Benchmarks **Syllabus**	• Links to APS Grade Level Benchmarks	• Links to APS Grade Level Benchmarks • Individual Course Content Outcomes	• Links to APS Grade Level Benchmarks • Course expectations for students • Student Learning Outcomes • Course syllabus

Grading Criteria
 	
Grades
	• Unit Tests
	• Major Projects
		• Tests
		• PBL projects
		  ○ Project descriptors
		  ○ Project rubrics
		• Long-term assignments
		• Standards used to grade and assess student work
			• Grades
			  ○ Tests, Quizzes, Projects & Assignments (short and long term)
			• Grading Criteria
			• Class Expectations (Academic & Behavioral) *(replaces "class contract")*
			• Standards and Rubrics
			  ○ Content based grading criteria and/or rubrics

Report Cards **Progress Reports**	• Progress Reports • APS Standards-Based Report Cards – Trimester (Teachers and Specialists)	• Progress Reports – Mid-Term • Report cards – End of term (Teachers and Specialists)	• Progress Reports - as per AHS Student Handbook • Report Cards – end of quarter/end of semester (Teachers)
Posting Frequency		• Refresh/Update every 2 weeks	• Refresh/ Update every 2 weeks
Email	• Teachers will respond to email in a reasonable amount of time (generally within 48 hours) during the school week and during contractual hours when not engaged in teaching students. Such responses can be limited as an acknowledgment of the initial email or a phone number and time(s) of availability when the teacher can be reached.		
Templates	• Teacher determined format for assignments, *for example, but not limited to* lab reports, projects, citation requirements, etc.		