

# **BUFFALO LAKE-HECTOR-STEWART SCHOOLS ISD#2159**

## **e-Learning Day Plan**

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### **Requirements**

MN State Statute 120A.414 allows Districts the ability to implement e-Learning days, providing certain criteria are met. These days are intended to offer full access to online instruction provided by students' individual teachers and can be counted as full days of instruction when reported to the Minnesota Department of Education. Learning activities are aligned to the work taking place in the classroom and should be a continuation or extension of what the class is currently working on. Requirements of e-Learning days include:

- Due to inclement weather
- Up to five days in one school year
- Consult with teacher representatives to develop a District plan that is approved by the Board of Education
- Accommodate for internet connection
- Accessible digital instructions for SPED/504
- Notify parents and students at beginning of school year; 2-hour notice prior to normal school start time that students are to follow e-Learning Day plan
- Access to teachers via telephone and online during normal school hours.

### **Why e-Learning Days?**

Instructional time is lost and the momentum in classrooms is slowed or stalled when we have weather-related school cancellations. While e-Learning days cannot replace face-to-face teacher contact time, they can provide better continuity when school must be interrupted.

### **Notifications**

In the event of a school cancellation due to inclement weather, families will receive an automated phone call, text message, and/or email from BLHS. Messages can also be found on select Minnesota TV stations, local radio stations, social media, and the District website. E-Learning Days will be announced at the same time as the school cancellation announcement. All attempts will be made to have this announcement made prior to 6:30am.

## **Staff Availability**

Teachers, administrators, and other licensed staff will be available by e-mail, phone, Google Meets, and through the grade-appropriate digital learning platform (Schoology and Seesaw) from 9:00 a.m. – 2:00 p.m. Staff will be notified if attendance in the building will be needed or if they are free to work from home.

## **Student Work**

Student work on e-Learning Days will follow the guidelines in set forth in our student handbook. It will be the expectation that all students complete work as assigned and by the appropriate due date.

## **Student Attendance**

Submitted work will be used to track attendance on e-Learning days. Teachers will work with their building attendance secretary to indicate absent students in Campus. Students who submit any work assigned within three days of the e-Learning Day will be marked present for the day.

## **e-Learning Day Preparedness**

Prior to implementing an e-Learning Day, staff will annually review requirements and expectations of these days. PLC time may be used at each grade level/content area to prepare and teachers will ensure activities and resources shared with students on e-Learning Days have been used in face-to-face classroom instruction, so the e-Learning lessons are familiar to students.

## **Plan for Non-Certified Staff on e-Learning Days**

Non-certified staff may make up lost time due to an e-Learning Day. The hours missed must be made up within 14 days of the absence occurring. If the staff member desires to make this time up, prior approval must be requested by the staff member to any administrator. After the requested time has been made up, an email must be sent to Eileen Koeberl at [ekoeberl@blh.k12.mn.us](mailto:ekoeberl@blh.k12.mn.us) indicating the date and time of hours worked. Should the make-up of hours take place outside of the current pay period, any hours made up will be considered straight time.

## **Resources**

Teachers will consider available online and e-resources currently used in classrooms when assigning work and assignments for e-Learning Days. Any resource used for e-Learning activities will be used or practiced prior to being assigned on an e-Learning Day.

***Buffalo Lake-Hector-Stewart Public Schools reserves the right to make modifications to this plan throughout the school year to meet the needs of staff and students and/or District needs. Staff and families will be notified of any changes in a timely manner.***