



602.1PR INCLEMENT WEATHER & E-LEARNING PLANS

I. PURPOSE

It is important that all students, families, and staff understand the district's plan for days in which school may be closed due to inclement weather.

II. INCLEMENT WEATHER

- A. The first inclement weather day is a non-instructional snow day for all students and staff, which will not be rescheduled or require the use of an e-learning day;
- B. The second inclement weather day is a non-instructional day for students and a professional development day for student facing staff and regular work day for all other staff;
- C. The third and subsequent inclement weather days are e-learning days; and
- D. ISD 200 may designate up to five e-learning days in one school year.

III. E-LEARNING DAYS

An e-learning day is a day when students complete schoolwork online instead of attending school in person. E-learning days are used to provide instruction when school is closed unexpectedly for inclement weather.

- A. E-learning days provide online learning opportunities intended to counter the loss of curriculum momentum resulting from school cancellations due to Minnesota's winter weather.
- B. E-learning days cannot replace the face-to-face time students have with their teachers but it can provide better continuity when school is interrupted.
- C. E-learning days also negate the need for makeup school days in June, helping families more effectively plan summer activities.

IV. E-LEARNING DAY PLANS

Please see addendums 1, 2, and 3 below for site specific e-learning day plans.



602.1PR ADDENDUM 1 ELEMENTARY SCHOOLS

I. E-LEARNING PLAN

- A. To ensure students continue to develop as learners, teachers have developed opportunities for students to independently practice various learning activities. These activities will be shared with families in the students' take-home folders, as well as being posted on the school's webpage. In situations where we can anticipate the need for an e-learning day, students may come home with their school-issued iPad to help connect with their teacher and access activities posted on Seesaw.

II. E-LEARNING DAY EXPECTATIONS

Please read the following chart that outlines the partnership for a successful E-Learning Day

Teachers/Staff	Students	Family/Adults
● Grade-level e-learning information will be posted to the school website and emailed to families ● When possible, prepare a print version of the e-learning plan and have students put it in their take-home folder ● Provide students with feedback about what the student did well and how they can improve ● Send district issued iPad home when the need is anticipated ● Communicate to parents how to contact you whether by email, phone and/or Seesaw	● Try your best each day ● Complete daily assignments as the focus is for you to practice things at an independent level ● Keep any e-learning plans in your take-home folder until you are told to use them ● Connect with school staff when you have questions ● If iPad is sent home: Make sure your iPad is fully charged, cared for, and used appropriately	● If your child is ill and can't participate in their learning day, please contact the school's attendance line ● Have a Seesaw account set-up so you can monitor your child's progress and communicate with school staff ● Communicate with your child's teacher if work is too hard, too easy, or taking too long ● Help your child pick a learning location that reduces distractions ● Students should practice with the least amount of adult assistance necessary (ideally on their own)



602.1PR ADDENDUM 2 HASTINGS MIDDLE SCHOOL

I. E-LEARNING PLAN

- A. When school is canceled for any reason, students and families will be communicated with and the day will be either asynchronous (students checking their Schoology for the day's work as described in section II below) or synchronous (following the schedule in section III below).

II. E-LEARNING ON ASYNCHRONOUS DAYS

- A. Teachers will post learning activities by 9:00 a.m. in Schoology.
- B. Students learn asynchronously.
- C. Teachers may have live "office hours" via Google Meet and will reply to student questions via email, and/or Schoology messenger from 9 am to 12 pm and 12:30 pm to 3:30 pm,
- D. To be counted present for the day, students must respond to the higher-order thinking question or task in each scheduled class. Learning and study time for each class should not exceed 20-30 minutes.
 - 1. Teachers will post at least one higher-order thinking question or task connected to the day's learning target.
 - 2. Teachers may vary the format of the response (short written reflection, diagram, video/audio recording, or peer discussion post) but must ensure it pushes students to think critically.
 - 3. Students with an Individualized Education Plan will follow lessons provided by their classroom teachers and/or lessons modified by their case managers online.
 - 4. Accommodations for students without access to the Internet will be addressed on an individual basis. Students or guardians should report it to the Attendance Line.

III. E-LEARNING ON SYNCHRONOUS DAYS:

- A. Hastings Middle School will use the following schedule
 - 7:30-9:00 Teacher Planning/Collaboration/Online Preparation
 - 9:00-9:30 Period 1
 - 9:45-10:15 Period 2
 - 10:30-11:00 Period 3
 - 11:00-12:00 Lunch Break
 - 12:00-12:30 Period 4
 - 12:45-1:15 Period 5
 - 1:30-2:00 Period 6
 - 2:00-2:45 Teacher Office Hours
 - 2:45-3:30 Teacher Meetings/Staff Meetings



*Hastings Public Schools
Independent School District 200*

STAFF/ INSTRUCTORS	STUDENTS	FAMILY/ADULTS
☐ Begin each class on Google Meet following the above schedule. ☐ Each Google Meet format will engage students, review previous content, discuss new content and make plans for when student work on their own time ☐ Communicate to your students when your office hours are and how students can access you for help. ☐ Create a respectful online community ☐ Update gradebook frequently ☐ Communicate with parent/adult about student progress ☐ Provide students with positive/constructive feedback about what the student did well and how they can improve ☐ Pin an update to Schoology with your office hours and how to contact you whether by email, phone and/or Google Meet	☐ Make sure your Chromebook is fully charged and ready for learning each day. ☐ Join each of your classes following the schedule above. If you are sick and unable to attend you must have a parent call the Attendance Office at 651-480-7061 or 651-480-7062 ☐ Follow your regular schedule. (A/B Days will be communicated for the day) ☐ Be present for each Google Meet meeting with your classes according to the schedule above. ☐ Take your lunch break from 11:00-12:00. ☐ Turn in completed assignments ☐ Email, call or Google Meet your teacher when you have a question OR when you feel you are stuck. ☐ Check your grades daily/weekly. ☐ Keep up with school work ☐ Check your emails/Schoology messages and respond appropriately.	☐ Be sure to access your parent Schoology account. If you need assistance with Schoology or Infinite Campus, please see this information. ☐ Check Schoology for student progress and missing work ☐ Check Infinite Campus for attendance ☐ Communicate with teachers if work for your student is too hard, taking too long or too easy ☐ Support and encourage your child to be present for each Google Meet meeting every day of the week. ☐ If you have questions regarding academics, please email the teacher ☐ If you are worried about the social/emotional wellbeing of your child, please email a counselor or principal <u>Counselors by Grade</u> 5th Grade Jade Achman 6th Grade Ellen Rademacher 7th grade Megan Latch 8th Grade Brooke Johnson

Ryan Wynn,, Building Principal rwynn@isd200.org , 651-480-7066 (8th Grade)

Pam Johnson, Assistant Principal pjohnson@isd200.org , 651-480-7068 (7th Grade)

Scott Addyman,, Assistant Principal saddyman@isd200.org , 651-480-7067 (6th & 5th Grade)



602.1PR ADDENDUM 3 HASTINGS HIGH SCHOOL

I. E-LEARNING PLAN

- A. Students and families will be communicated with at least 2 hours prior to the regular start time and the day will be either:
 - 1. asynchronous: students checking their Learning Management System for the day's work as described in section II below; or
 - 2. synchronous: following the schedule in section III below.

II. E-LEARNING ON ASYNCHRONOUS DAYS

- A. Teachers will post learning activities by 9:00 a.m. in Schoology.
- B. Students learn asynchronously
- C. Teachers may have live "office hours" via Google Meet and will reply to student questions via email and/or Schoology messenger from 8:00 a.m.-12:00 p.m. and 12:30pm to 3:30pm.
- D. To be counted present for the day, students must respond to the higher-order thinking question or task in each scheduled class. Learning and study time for each class should not exceed 20-30 minutes.
 - 1. Teachers will post at least one higher-order thinking question or task connected to the day's learning target..
 - 2. Teachers may vary the format of the response (short written reflection, diagram, video/audio recording, or peer discussion post) but must ensure it pushes students to think critically
 - 3. Students with an Individualized Education Plan will follow lessons provided by their classroom teachers and/or lessons modified by their case managers online.
 - 4. Accommodations for students without access to the internet will be addressed on an individual basis. Students or guardians should report it to the Attendance Line.

III. E-LEARNING ON SYNCHRONOUS DAYS

Hastings High School will use the following schedule:

- A. 7:30-7:50 Teacher Planning/Collaboration/Online Preparation
- 7:50-8:36 Period 1
- 8:41-9:27 Period 2
- 9:27-9:52 Break - No Advisory
- 9:52-10:38 Period 3
- 10:43-11:29 Period 4
- 11:34-12:49 Period 5 and Lunch Break **(Join class at 11:34 for instructions)
- 12:54-1:40 Period 6
- 1:45-2:31 Period 7
- 2:31-3:30 Teacher Office Hours/Teacher Meetings/Staff Meetings



*Hastings Public Schools
Independent School District 200*

STAFF/ INSTRUCTORS	STUDENTS	FAMILY/ADULTS
☐ Begin each class on Google Meet following the above schedule. ☐ Each Google Meet format will engage students, review previous content, discuss new content and make plans for when student work on their own time ☐ Communicate to your students when your office hours are and how students can access you for help. ☐ Create a respectful online community ☐ Update gradebook frequently ☐ Communicate with parent/adult about student progress ☐ Provide students with positive/constructive feedback about what the student did well and how they can improve ☐ Pin an update to Schoology with your office hours and how to contact you whether by email, phone and/or Google Meet	☐ Make sure your Chromebook is fully charged and ready for learning each day. ☐ Join each of your classes following the schedule above. If you are sick and unable to attend you must have a parent call the Attendance Office at 651-480-7477 ☐ Follow your regular schedule. ☐ Be present for each Google Meet meeting with your classes according to the schedule above. ☐ Take your lunch break from as instructed by your 5th hour teacher ☐ Turn in completed assignments ☐ Email, call or Google Meet your teacher when you have a question OR when you feel you are stuck. ☐ Check your grades daily/weekly. ☐ Keep up with school work ☐ Check your emails/Schoology messages and respond appropriately.	☐ Be sure to access your parent Schoology account. If you need assistance with Schoology or Infinite Campus, please see this information. ☐ Check Schoology for student progress and missing work ☐ Check Infinite Campus for attendance ☐ Communicate with teachers if work for your student is too hard, taking too long or too easy ☐ Support and encourage your child to be present for each Google Meet meeting every day of the week. ☐ If you have questions regarding academics, please email the teacher ☐ If you are worried about the social/emotional wellbeing of your child, please email a counselor or principal <u>Counselors by Alpha (last name)</u> A-F Kim Hoff G-L Naomi Marietta M-R Drew Cooper S-Z Steve Peterson

Chris Moore, Assistant Principal, cmoore@isd200.org , 651-480-7483 (9th/10th grades)

Mindy Tavernier, Assistant Principal, mtavernier@isd200.org , 651-480-7480 (11th/12th grades)

Scott Doran, Building Principal, sdoran@isd200.org , 651-480-7474