

eLearning Day Plan

St. James Public Schools



About eLearning Days

When inclement weather interrupts instructional time for students, eLearning days will be used in St. James Public Schools to continue the learning process for our students. eLearning days are used to eliminate or limit the use of make-up days for students when in-person instructional days are canceled due to the inclement weather. While face-to-face learning is best, eLearning days provide a better way to keep continuity for our learners while the school day is interrupted.

eLearning Day Requirements

Minn. Stat. § 120A.414 governs the use of eLearning days. These days can be counted as full instructional days for students. Learning must be aligned with current instruction within the classroom and should be a continuation or extension of classroom work. Requirements for eLearning days include:

- Due to inclement weather
- Up to five days in one school year
- Count as instructional day and included as hours of instruction
- eLearning Day Plan approved by the Board of Education
- Accommodate for internet connection
- Accessible digital instruction for SpEd/504 students
- Notify families prior to the beginning of the school year; notify families prior to eLearning school day starting (approximately 2 hrs)
- Access to teachers via telephone and/or online during normal school hours

Staff Availability

Teachers, administrators, and other licensed staff will be available by email, phone, and through the grade level learning portal (SeeSaw, Google Classroom, etc) from 10:00 am - 11:30 am and 12:30 pm - 3:00 pm. Staff may work from home or be on campus these days.

Staff who are unavailable to provide instruction on an eLearning day will need to use a leave day for that day. If a staff member is unavailable for an eLearning day, they will add an "out of office" notice on their email and/or voicemail to let students and families know.

Student Work & Attendance

Student work on eLearning days will follow the guidelines as outlined below.

- Student work will be used to track attendance on eLearning days
- Student work must be submitted by the end of the third school day of cancellation to be marked present (this allows for internet access issues and the ability to turn in homework)
- Classroom teachers will work with attendance secretary to indicate absent students
- Absences on eLearning days will be considered excused

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School Site

Student Work Guidelines

Armstrong Building

Students will receive an eLearning activity guide no later than 10:00 am. This may be sent home the day before inclement weather, emailed to the parents the morning of the eLearning day, or via a phone call from the teacher.

Northside Elementary

Students will receive an eLearning activity guide no later than 10:00 am. This may be sent home the day before inclement weather, posted on SeeSaw the day of the inclement weather, or emailed to the parents the morning of the eLearning day.

High School & Middle School

Students will receive an email or have an assignment posted to Google Classroom no later than 10:00 am. Activities may require virtual sessions or other technology-based work. Lessons are intended to take learners approximately 20-30 minutes to complete per class (some learners may take slightly more or less time).

eLearning Day Preparedness Checklists

Staff will annually review requirements and expectations of eLearning days. PLC time may be used to complete this activity for teachers. Checklists will be provided for teachers, students, and parents.

- Link to [Armstrong and Northside Elementary Checklist](#)
- Link to [High School and Middle School Checklist](#)

Non-Certified Staff on eLearning Days

Non-certified staff assigned to teacher(s) and/or student(s) will remain available for instructional help during eLearning days. Non-certified staff who are not assigned to teacher(s) and/or student(s) may work from home (as appropriate) or from work. Non-certified staff may use “emergency leave” or other leave per their contract. eLearning days are school days that will not be “made up” during the school year and St. James Public Schools reserves the right to make modifications or adjustments to this assignment, work hours and days at any time during the school year.

Students on IEP or 504

Students on an IEP or 504 must communicate directly with their case manager or classroom teacher for appropriate accommodations and modifications based upon the unique needs of each individual student. Parents are also encouraged to communicate directly with case managers to ensure the needs of their children are being met during eLearning days.

Technical Support

Please try restarting your device, then communicate directly with your teacher, and finally call (507) 375-7384