

**Hills-Beaver Creek
Flexible (E-Learning) Plan
2023-2024**

Purpose: In an effort to minimize disruptions to academic progress and provide a reasonable plan to utilize technology and blended learning opportunities, Hills-Beaver Creek Public Schools will implement flexible learning (E-Learning) days for the first five (5) emergency closures.

Implementation:

H-BC Elementary: The students will engage in activities as outlined in their E-Learning day packets sent home by teachers. Packets will be stored in students' backpacks and updated to maintain relevant instructional materials. Each folder will have two days of available materials.

H-BC Jr/Sr High School: Students will utilize Google Classroom, gmail and Apps to complete E-Learning tasks. All assignments must be posted by staff by 10:00 am. Students shall submit evidence of completing E-Learning tasks. Directions and tasks will also be given for students who do not have internet access at home.

Little Patriots Preschool: Preschool will not be in session.

E-Learning TASKS: As a school it is the desire to ensure our students have high quality E-Learning opportunities.

High quality E-Learning Experiences:

- a. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
- b. Leverage digital tools students are using as part of their regular instruction (i.e. Digital Textbooks, Google Drive, Google Classroom, approved applications).
- c. Include formative assessment and feedback.
- d. Provide opportunities for peer interaction.
- e. Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
- f. Include the option for the class to meet synchronously via Zoom

The following steps and procedures will occur on an E-Learning Day

- Teachers provide a timely course plan, posting work for the day in Google Classroom or email by 10:00 am.
- Teachers design E-Learning day assignments with realistic expectations, timelines and consideration regarding students' workload.
- Teachers will be available via email **and** phone during the Flexible Learning Day from 10:00am-3:00pm.
- Students are encouraged to complete all work on the E- Learning Day, if possible. However, each teacher will set the deadline for completed assignments. Noting if assignment is not

completed the student will be considered absent for the E-Learning day.

Staff Expectations:

Elementary Teachers: Teachers have E-Learning packets/activities prepared prior to the E-Learning day (clearly marked E-Learning folders will be sent home with the students and kept in their backpacks). Teachers will be available from 10:00 to 3:00 by email and/or telephone (voicemail).

Jr./Sr. High School Teachers: Teachers create and post assignments before 10:00am and are available from 10:00 - 3:00 by email and/or telephone (voicemail). Teachers will use a digital platform (email, Google Classroom, etc.) to inform students of assignments. Times when teachers may be doing live instruction will be posted.

SLP/Counselors/Preschool: Paperwork/Documentation. Task report will be completed and submitted to the building administration.

Paraprofessional/Kitchen Staff/Bus Drivers/Custodians/Office Personnel: Paid Work day for Paraprofessionals/Kitchen Staff/Bus Drivers/Custodians/Office Personnel.

Possible work items (List not exhaustive):

ParaProfessionals: Online Professional Development, working with students via zoom, phone class to check in on student needs.

Kitchen Staff: Online Professional Development, Planning

Bus Drivers: Bus Safety Trainings, Route Planning, Student Contact

Custodians: Work Safety trainings, Plannings

Office Personnel: Office work, Planning, Online trainings

Attendance:

Attendance must be taken by the teacher and records of attendance must be kept for each class/class period. If a student does not complete the E-Learning task(s) at the direction of the class teacher, that student will be counted absent. "Students who do not participate in planned activities are considered absent for those class(es) and should be reported as absent as if they were not present for an on-campus class." (Plaman, Minnesota Department of Education 20 July 2017)

Attendance could be verified by:

- a. Logging in to class page(s) on the district's/school's learning management system (LMS).
- b. Email exchange/ text exchange /phone call with teacher.
- c. Activity in classes (pages accessed, discussion participation, formative assessments completed).
- d. Work submitted during the E-Learning day (evidence of learning or preparation for learning—reading or video with notes)." (Plaman, Minnesota Department of Education 20 July 2017)

Teachers notify the office of student absences (missing/incomplete work from the E-Learning day) after the fifth day following the E-Learning event.

E-Learning days reported as regular instructional days. Students enrolled on an E-Learning day will generate one day of membership. The length of the school day reported as the same length that was originally scheduled had the students attended at the school site.

Accommodations for students without sufficient access to the Internet, hardware, or software in their homes. Students who do not have sufficient access to the internet will have an alternative method to use to complete the E-Learning task (i.e., physical textbook at home, additional time to complete the task). Teachers work towards accommodations in unforeseen circumstances with students such as timing of closure of school in conjunction to a holiday in order to submit tasks.

Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student's Individualized Education Program (IEP)/504 plans. Students will complete E-Learning tasks specific to his or her IEP/504 Plan.

Access to teachers via telephone and online during normal school hours. Teachers are available via telephone and online/email during normal school hours. Students needing to contact their teacher may do so in one of two methods: 1- Students may choose to send their classroom teacher an email and watch for a return email. Or 2- Students may choose to call their teacher's direct school telephone line and leave a return phone number. Teachers will promptly return the telephone call to assist the student. Access to School Directory found here:

<https://www.hbc patriots.com/staff>

After School Activities. If weather conditions have improved or are looking to improve on an E-Learning Day, the H-BC Administrative Team may approve holding after-school activities for that afternoon or evening.

Plan Approved by:
Hills-Beaver Creek Education Association:

President

Date

Hills-Beaver Creek ISD #671:

Chairman

Date