Ada-Borup-West Schools E-Learning Day Plan

Vision	We envision that on days when school is cancelled due to poor weather conditions, students and teachers will wisely utilize this time to continue with the learning that has taken place in their classrooms. The content and lessons will be related to current classroom curriculum goals and skills.
Number	A maximum of Five days will be utilized as E-learning days.
Procedure	On a school cancellation day, the superintendent will inform all staff and students of the E-learning day. This announcement will be made prior to 6:15AM. **If there is no such announcement , there is no E-learning day.**

	Ada-Borup-West Elementary		ABW High School
	Grades PreK-2	**Grades 3-5**	**Grades 6-12**
Teachers	8:05-10:00 Teachers alert students and families of assignments via email, remind, or google classroom	8:05-10:00 Teachers alert students and families of assignments via email, remind, or google classroom	8:05-10:00 Teachers alert students and families of assignments via email, remind, or google classroom
	10:00 Principal is notified of teacher's plan via email	10:00 Principal is notified of teacher's plan via email	10:00 Principal is notified of teacher's plan via email
	10:00-3:25 Teachers maintain access to email/phone/google classroom to provide feedback and communication	10:00-3:25 Teachers maintain access to email/phone/google classroom to provide feedback and communication	10:00-3:25 Teachers maintain access to email/phone/google classroom to provide feedback and communication
	Instruction will take place in google classroom and through E-learning packets sent home	Instruction will take place in google classroom and through E-learning packets sent home	Instruction will take place in google classroom . 2 hour late start schedule will be utilized for class meetings
	* Planned students assignements should not take up more time than students would have normally worked on in class. Lessons should connect to current class curriculum goals or topics		

Special Education Teachers	8:05-10:00	Collaborate with regular education teachers to modify and adapt E-learning day assignments	8:05-10:00	Collaborate with regular education teachers to modify and adapt E-learning day assignments	8:05-10:00	Collaborate with regular education teachers to modify and adapt E-learning day assignments
	10:00	Principal is notified of teacher's plan via email	10:00	Principal is notified of teacher's plan via email	10:00	Principal is notified of teacher's plan via email
	10:00-3:25	Teachers maintain access to email/phone/google classroom to provide feedback and communication	10:00-3:25	Teachers maintain access to email/phone/google classroom to provide feedback and communication	10:00-3:25	Teachers maintain access to email/phone/google classroom to provide feedback and communication
	* If student receives instruction in the regular classroom, they will complete the same assignment as their non-disabled peers					
	* If student as separate assignments in the special education setting, the special education teacher is responsible for developing that assignment					
Non-Classroom Teachers (Guidance Counselor, Social Workers, Intervention Coord, Etc)	8:05-10:00	Develop an action plan for the day	8:05-10:00	Develop an action plan for the day	8:05-10:00	Develop an action plan for the day
	10:00	Submit work plan to Administrator	10:00	Submit work plan to Administrator	10:00	Submit work plan to Administrator
	10:00-3:25	Maintain access to email/phone/Google Classroom to provide feedback and communication	10:00-3:25	Maintain access to email/phone/Google Classroom to provide feedback and communication	10:00-3:25	Maintain access to email/phone/Google Classroom to provide feedback and communication

Students	8:15-10:00	Students check work or assignments via email or Google Classroom	8:15-10:00	Students check work or assignments via email or Google Classroom	8:15-10:00	Students check work or assignments via email or Google Classroom
	10:00-3:05	Students complete work and can communicate with teachers via email/phone/Google Classroom	10:00-3:05	Students complete work and can communicate with teachers via email/phone/Google Classroom	10:00-3:05	Students complete work and can communicate with teachers via email/phone/Google Classroom
	* Students with special needs or cirsumstances may face unique challenges while performing the academic tasks. Provisions and accomodations will be made for individual needs on a case by case basis					
Parents	8:15-10:00	Verify students received work via email or remind	8:15-10:00	Verify students received work via email or remind	8:15-10:00	Verify students received work via email or remind
	10:00-3:05	Parents can communicate with teachers via email/phone/remind	10:00-3:05	Parents can communicate with teachers via email/phone/remind	10:00-3:05	Parents can communicate with teachers via email/phone/remind
	2 Days After	Parents will assure students submit required work within 2 days	2 Days After	Parents will assure students submit required work within 2 days	2 Days After	Parents will assure students submit required work within 2 days
Attendance	*Attendance taken as assignment(s) are marked complete. Students have up to 2 Days to complete work		*Attendance taken as assignment(s) are marked complete. Students have up to 2 Days to complete work		*Attendance taken as assignment(s) are marked complete. Students have up to 2 Days to complete work	
Teacher/Student Communication	*Families/students will be encouraged to communicate via email or google classroom		*Students will be encouraged to use email or google classroom as the primary means of communication		*Students will be encouraged to use email or google classroom as the primary means of communication	
	*Families/students may request a phone number to reach the teacher at through email		*Families/students may request a phone number to reach the teacher at through email		*Families/students may request a phone number to reach the teacher at through email	
School/Parent Communication	*Parents will be notified at the beginning of the year that an E-learning plan has been developed and will be implemented.					