

Northern Cass School District Policies

Description Code: ABAC

Virtual Learning Because of Weather or Other Conditions

Definitions

- *Virtual instruction* means teaching and learning that takes place remotely and can be synchronous or asynchronous.
- *Weather or other conditions* means inclement weather, other unforeseen circumstances that render the school building unusable or inaccessible, or other conditions that temporarily warrant remote instruction for one or more learners.
- *Cancel hours of instruction* means that a school district has decided not to provide in-person instruction for one or more learners for all or part of a previously scheduled day. This may include one or more learners not being able to attend school due to extenuating circumstances because of weather or other conditions.

Virtual Learning Requirements

The District may temporarily offer virtual instruction when weather or other conditions require the Superintendent or designee to cancel hours of instruction. The District must ensure that affected learners make up all lost hours of instruction time if the absence will result in the school failing to meet the minimum number of hours required by state law. Northern Cass must meet for 962.5 hours for elementary and 1,050 hours for secondary.

Prior to the District offering virtual instruction, the Board, in collaboration with the Superintendent shall:

- Develop a school calendar which will include make-up days based on an average of the previous five years or at least a minimum of four days. Four virtual days will be the implemented prior to the use of make-up days.
- If there are no more scheduled make-up on the calendar and we have met our hours of instruction, no virtual days will be held and there will be no days added to the end of the year. However, if we have not met our hours, virtual days or days added to the end of the school year may be necessary to meet the time requirements set forth by the North Dakota Department of Instruction (ND DPI).
- Any changes to the approved school calendar will be communicated in a timely manner.

The following protocols will be utilized:

- There will be no more than two consecutive virtual days during a regular five day school week.
- Identify the mode of virtual instruction to be provided to learners, method of content delivery, and process for monitoring learning when the decision is made to cancel hours of instruction because of weather or other conditions;
 - a. Northern Cass will utilize the learning management system Empower for all learners in Levels 3-12 as they are able to take their device home.

- b. Learners in Levels PK-2 will be provided with a 'Snow Day' packet and/or work via SeeSaw and Empower which reinforces foundational skills. This will provide learners with access to materials necessary for learning to occur.
- Procedures for ongoing communication with learners, parents or legal guardians during the virtual instruction period;
 - a. Northern Cass will utilize their Alert Now system to communicate with families. They will also utilize learner emails (Levels 6-12) to communicate directly with our learners.
- Participation and attendance tracking:
 - a. Attendance will be tracked the following ways:
 - i. Levels PK-2 - complete their work and return to their educator the next available day school is in session. They may also choose to submit their work online via SeeSaw if that is a viable option.
 - ii. Levels 3-12 - Learners will have one assignment in each class and must turn it in via Empower, Forms, or through ALEKS by 4:00 p.m. on the virtual day. An assignment that is turned in and completed to a high standard will count as present for class.
 - iii. **Note:** Parents have the option of excusing their learner from a virtual learning day. Parents must notify the school their learner will not be participating no later than the end of the virtual day. This will count towards the learners 10 days of allowable absences.
- Communicate roles and responsibilities for staff working remotely and providing learner services during virtual instruction.
 - a. Educators will provide families with office hour times where learners and/or families can engage with educators. This will allow learners to ask questions while ensuring learning continues. Each educator will be required to host at least 60 minutes of time for office hours in the morning and at least 60 minutes of time for office hours in the afternoon.

Reporting

At the conclusion of each school year, the District shall report to the Department of Public Instruction the days in which virtual instruction was provided in accordance with this policy.

Leave for Licensed Staff

- All licensed staff are expected to work remotely and be available throughout the entire day from 8:00 a.m. to 4:00 p.m. This includes working with learners and attending virtual meetings.
- Licensed staff that had previously been granted leave and are not available to meet the expectations will have their leave deducted (as per the negotiated agreement). Northern Cass values personal time off for educators and encourages them to take their leave as scheduled.
- Long-term substitute educators will be paid if they are fulfilling the work expectations set forth in the virtual learning plan in lieu of the staff person whose position they are subbing for.

Classified Staff

- All classified staff will be paid at their daily intent to hire (on virtual learning days). Classified staff must be prepared to assist on virtual learning days as requested by their administrator and/or supervisor.
- With preapproval from the superintendent, those who can work on virtual days may receive additional pay or could convert those hours into vacation or other leave (limited to weather emergencies, custodial, and administrative assistants). Any hours working from home must be submitted to the superintendent and business manager on the last day of that pay period. These hours worked will be included in determining your overtime calculation as they are actual hours worked.

End of Northern Cass School District Policy ABAC.....Adopted:

12/14/2021

Amended: 1/14/2022; 10/10/2022; 6/8/2023