

GFW School District Flexible Learning Day Plan

Flexible Learning Day Notifications

The first two inclement weather days of the year will be “traditional” snow days with no assignments. After the first two, the district will declare a Flexible Learning Day for students, staff and the communities. This will be done in the same manner as the Snow Day announcement, which is Infinite Campus calls, district website, as well as television and radio stations.

Posting Assignments/Providing Activities

Assignments/activities will be posted by 9:00 a.m. on the teacher’s website or choice of communication.

Teacher’s Scheduled Workday

Teachers will be available electronically from 9:00 a.m. - 3:00 p.m. They are expected to respond to electronic communication from students, parents, staff, or administration within 1 hour. They are to check their voicemail once in the a.m. and once in the p.m. (recommend) closer to 3:00 p.m.

On a day that has been declared a Flexible Learning Day, any teacher who has an approved leave (sick, personal, funeral, flex, etc.) should communicate the following message by 9:00 a.m., **“The teacher is absent today and there are no activities/assignments for this class today.”**

To further clarify, on a Flexible Learning Day all teachers are scheduled to be paid for a full day of work. If a teacher has requested to be absent for any reason (sick, personal, funeral, etc) and the request has been approved, the day will be deducted from the teacher’s appropriate leave balance unless the teacher contacts their school level principal or district administrator by 8:00 a.m. indicating they will be meeting the Flex Day expectations.

Counselors/Social Worker

Check in with students scheduled to meet with that day via electronic means or telephone and complete paperwork/documents. Six hours of time should be completed, with documentation of tasks completed. This documentation will be shared with their supervising administrator.

School Nurses/Mentors/Literacy Coaches

Paperwork/Documentation should be completed during the day. Six hours of time should be completed and documentation shared with supervising administrator.

Classified Employees

Employees will be provided the opportunity to make up any lost time due to the closing of school. Employees may make-up lost hours under the guidelines of the master agreement or on specific make-up days scheduled by the district

Assignments/Activities Time Requirements

The intent of the Flexible Learning Day is that the learning continues in spite of a school closure. Families and students want to know that the learning activities are valued and not simply busy work. Here are the proposed guidelines for total amount of work time per grade level

- Kindergarten 45 minutes
- 1-3 Grade 1 Hour
- 4-6 Grade 1-2 Hours
- 7-12 Grade 2-3 Hours

- Assignments are due the following day. For those students without access to the internet, they will have a maximum of three (3) days to complete the work.

ATTENDANCE

Attendance is required to be taken by the teacher and records of attendance must be kept for each class/class period.

If a student does not complete the Flexible Learning work in the allotted time that student will be counted absent. Teachers should submit attendance by 3:30 p.m. the day following the Flexible Learning Day. Students without internet access will have the additional time for attendance purposes.

“Students who do not participate in planned activities are considered absent for those class(es) and should be reported absent just as if they were not present for an on-campus class.” (Plaman, Minnesota Department of Education, March 15, 2018)

Attendance must be taken by the teacher and records of attendance must be kept. Some ways attendance can be verified include:

- A. Logging into class page(s) on the district’s/school’s student learning management system (Google Classroom or Schoology).
- B. Email exchange/text exchange/phone call with teacher.
- C. Parent may verify attendance
- D. Work submitted during the Flexible Learning Day