

Pingree-Buchanan Public Schools

E-Learning Plan

Vision:

Winter weather and school cancellations are an inevitability in our state. Engaging in E-learning day activities will allow students to extend learning from the traditional classroom setting and minimize the disruption that can occur during school closings. This plan will prevent us from having to use make up days. Besides emphasizing the overall value of learning, the use of an E-learning day encourages collaboration, exploration, creativity, and imagination.

Procedure:

On school cancellation day, the administration will inform staff and families of the E-Learning Day. It will be posted on our District Website (<https://www.pingree-buchanan.k12.nd.us>), text message, automated call, and the District's Facebook page. When possible, we will send a notification out the night before. Otherwise, notifications will be made prior to bus departure times. Students will grade 2-12 will bring home their I-Pad/Laptop the night before a pending storm.

Pingree-Buchanan E-Learning Expectations

Teachers	Grades PK-2	Grades 3-5	Grades 6-12
	8:00-9:00: Teachers alert students and families of the assignments on Facebook and Google Classroom, or other established communications.	8:00-9:00: Teachers alert students and families of assignments on Google Classroom, Facebook, or other established communications.	8:00-9:00: Teachers alert students of assignments through email or Teams. Teacher prepare materials.
	9:00: Lessons and assignments are made available to all learners. Packets will be available for each student.	Teachers will check in every hour with their students or as scheduled by teacher. Lessons and assignments are made available to all learners.	Teachers check-in each period with their students. (See Schedule)
	9:00-4:00: Teachers maintain access to email, Facebook, Google Classroom to provide immediate feedback or answer any questions.	9:00-4:00: Teachers maintain access to email, Facebook, Google Classroom to provide immediate feedback or answer any questions.	9:00-4:00: Teachers will provide lesson and assignments at the beginning of every period.
	<i>E-Learning packets will be sent home with the students.</i>	<i>Instruction will take place through Google Classroom, and/or E-learning packets sent home.</i>	<i>Instruction will take place through Email, Google Classroom, or Zoom calls.</i>
	<i>*Planned student assignments should not take up more time than students would have normally worked on in class. Lessons should connect to current class curriculum goals and topics.</i>		

Students	Grades PK-2	Grades 3-5	Grades 6-12
	8:00-9:00: Students check work or assignments that will be sent home with the student..	8:00-9:00: Students check work or assignments through Google Classroom. Check in on Zoom/Google meet as scheduled by teachers.	8:00am-9:00am- Students will check-in each period with their students.
	9:00-3:00: Students complete work and can communicate with teacher through See-Saw.	8:00-3:00: Students complete work and can communicate with teacher through Google Classroom/email	8:00-3:00: Students will complete work and can communicate with teachers through email, Zoom, or Teams. Students taking online NDCDE/Dual Credit courses are expected to continue working on their online course during E-Learning Days.
<i>*Students with special needs or circumstances may face unique challenges while performing the academic tasks. Provisions and accommodations will be made for individuals on a case-by-case basis. Special education paras may setup 1:1 time with students through Zoom as needed.</i>			
Parents	Grades PK-2	Grades 3-5	Grades 6-12
	Verify students received work and offer support where needed. Ensure students have submitted required work for the next day.	Verify students received work and offer support where needed. Ensure students have submitted required work for the next day.	Verify students received work and offer support where needed. Ensure students have submitted required work for the next day.
<i>*Parents are encouraged to contact teachers through email or other class communications if they have questions or concerns during an e-learning day. Administrators may also be reached by phone or email. Staff contact information can be located on our school's website at: https://www.pingree-buchanan.k12.nd.us/</i>			
Attendance	Grades PK-2	Grades 3-5	Grades 6-12
	Attendance will be taken as assignments are marked completed. Students must have all assignments turned in by the next day to be marked present. Paper assignments must be turned in the morning of the next school day to be marked present. Students will be marked absent if nothing is turned in or marked as completed.	Attendance will be taken as assignments are marked completed. Student attendance will be taken on the Google Meet times. Paper assignments must be turned in the morning of the next school day to be marked present. Students will be marked absent if nothing is turned in or marked as completed.	Students attendance will occur when the class has scheduled Google Meet times(see schedule). This will be determined by administration, and students/families will be notified prior to any changes in attendance requirements. Students will have two days to complete work assigned on an e-learning day to receive credit for the assignments. After two days, no credit will be given.

Pingree-Buchanan High School E-Learning Schedule

6-12th Grade Schedule	Virtual Learning
Teacher Prep Materials	8:00-9:00am
1 st Hour	9:00-9:30am
2 nd Hour	9:35-10:05am
3 rd Hour	10:10-10:40am
4 th Hour	10:45-11:15am
5 th Hour	11:20-11:50am
Lunch	12:00-12:30pm
6 th Hour	12:35-1:05pm
7 th Hour	1:10-1:40pm
Teacher Preparation/Office Hours	1:45-3:15pm

Please fill out this form and return to either school office to show that you have read and understand the E-Learning rules and expectations. All students will need to have a signed agreement to continue to utilize E-Learning Days instead of making up school days.

Student Name:

Student Signature:

Parent Name:

Parent Signature:

By signing above, students and parents have agreed to the terms and conditions of this E-Learning Plan.