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 students.
* *Cancel hours of instruction* means that a school district has decided not to provide in-person instruction for one or more student for all or part of a previously scheduled school day. This may include one or more students 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 students make up all lost hours of instructional time if the absence will result in the school failing to meet the minimum number of hours required by state law.

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

1. A combination of synchronous and/or asynchronous instruction will be used during virtual learning days. Leeds School will use a variety of methods to deliver virtual instruction including Google Classroom, Teams, and/or other learning apps. Students will use their school supplied electronic device, iPad or Chromebook, or personal computer to receive instruction. Learning packets may also be utilized. Learning will be monitored through completion of assignments, assessments, or via live participation.
2. Transitioning student to virtual learning will be announced through the school's Instant Alert system which contacts parents via phone, email, and text messages. The Leeds School social media page will also be used to transition students to virtual learning.
3. Teacher and administration contact information is provided to parents and students at the beginning of the school year and is always available on the school website. Teachers, administration, and staff will continue their regular ongoing school communications with students and parents through the virtual instruction period. Teachers will reach out to students and/or parents as needed via Teams, Google Classroom, or email. Open chat communication is also available to high school students using Teams to communicate with their teachers. Administration, teachers, and/or a support staff member will email and/or call parents and/or the students who are showing non-participation.
4. All high school teachers will include an element of daily attendance in their virtual lesson. Attendance element could be in the form of a question, virtual meeting, assignment due, etc. Students will have an 8:20 AM to 4:00 PM window for daily classroom check-ins or as communicated by the classroom teacher. Virtual learning lesson format, assignments, and due dates are up to the individual teacher. Participation will be based on the completion of assigned tasks.

At the elementary level, attendance and participation will be based on all daily assignments completed and turned in via online platform, packet completion upon return to classroom instruction, virtual meeting, etc. Virtual learning lesson format, assignments, and due dates are up to the individual teacher.

1. Roles and responsibilities of teachers and staff working remotely:
   1. Teachers will post synchronous and/or asynchronous virtual lessons, activities, and assignments daily via online platform.
   2. Teachers will provide daily assignment instructions if learning packets are used.
   3. Teachers and administration will monitor attendance and participation.
   4. All teachers, administration, and staff will be available for questions and concerns during school hours, 8:00 AM to 4:00 PM.
   5. Follow up for completion of assignments and grading.

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 the policy.

End of Leeds Public School District Policy ABAC………………………….Adopted: 01/2022

Revised: 02/2022