

## School Closing Plan • Flexible Learning Days

In an effort to continue student learning in the event of weather related school closings, St. Cloud Area Schools will continue using Flexible Learning Days during the 2022-2023 school year for inclement weather day closings pursuant to Minn. Stat. §120A.414 as follows:

### Make-Up Plan:

- The first five weather related closings will be shifted to Flexible Learning Days as long as there is no interruption of power and/or internet service that would interfere with distance learning.
- Additional weather related school closing days will be determined by the Superintendent and make-up time for students and/or staff will be determined by the Superintendent in consultation with the School Board.

During a Flexible Learning Day, students and licensed staff will have the following expectations:

### Student Expectations

In the event of a cancelled school day that requires a Flexible Learning Day, families will be informed by an automated message that St. Cloud School District 742 is activating a Flexible Learning Day at least two hours prior to the start of the regular school day.

#### Pre-School

Pre-school students will access and complete a series of preassigned learning activities that will be made available to students in home packets when predicted weather conditions make school closing likely.

#### K-5 Students

Students in grades K-5 will access assignments on student devices via the Learning Management System (LMS). Licensed staff will post learning activities to LMS by 9:00 AM on the day of a Flexible Learning Day.

#### Secondary Students

Students in grades 6 -12 will access assignments on student devices via the Learning Management System (LMS). Licensed staff will post learning activities on LMS by 10:00 AM on the day of a Flexible Learning Day.

Licensed staff members will be available during student contact hours to answer student questions and provide guidance via email and the LMS. All Flexible Learning Day assignments will be due one week after the Flexible Learning Day. Accommodations for students who receive special education and EL services will be provided. If additional accommodations are needed, they can be addressed by teaching staff when the student returns to school.

### **Licensed Staff Expectations**

Licensed staff who are unable to teach on a flexible learning day due to a discretionary day, illness or medical appointment for themselves or a family member, or other absence reason, must request time off in Skyward and post the learning activities for the day on the Learning Management System in lieu of posting sub plans. In addition, email your principal and lead secretary so they are aware you are not available for student or parent contact.

Licensed staff who are on duty during a flexible learning day must be in service during their regular teacher duty day and will complete the following:

#### **Early Childhood Staff**

Early Childhood staff will make a plan for their work on a flexible learning day with their administrator/supervisor.

#### **K-5 Staff**

Licensed staff of students in grades PK-5 will post learning activities on LMS by 9:00 AM on the day of a Flexible Learning Day. Licensed staff must be available during the student contact day by email/phone message and/or LMS to answer questions and assist students. Time not engaged in posting lessons or in direct contact with students may be used for planning and preparation time. Teachers are responsible for completing attendance on flexible learning days.

#### **Secondary Staff**

Licensed staff of students in grades 6 -12 will post learning activities on LMS by 10:00 AM on the day of a Flexible Learning Day. Licensed staff must be available during the student contact day by email/phone message and/or LMS to answer questions and assist students. Time not engaged in posting lessons or in direct contact with students may be used for planning and preparation time. Teachers are responsible for completing attendance on flexible learning days.

#### **Non-Instructional Licensed Staff**

Non-Instructional licensed staff (e.g. counselors, school psychologists, social workers, nurses, SLPs, OT/PTs, autism specialists, media specialists, technology integrationists, SEL/Focus teachers, ADSIS teachers, academic coaches, EL coordinators, etc.) will make a plan for their work on a flexible learning day with their administrator/supervisor.

#### **Part-Time Teaching Staff**

Part-time contract teachers will be available during their regularly scheduled duty hours.

All licensed staff are encouraged to also use the day to make contact home to update families on positives and progress.

### **Non-Licensed Staff Expectations**

#### **10 Month Non-Licensed Staff Expectations:**

In the event of a flexible learning day due to snow or ice, 10-month non-licensed staff will not report to work on-site and will work as follows:

1. Staff who can work effectively from home may do so with the pre-approval of their supervisor (e.g. clerical, head cooks, BRS, BSS, BCSS, BTIs, interpreters, instructional paras, health paras, clerical paras).

2. Non-licensed staff who do not support instruction, whose regular work cannot be performed at home, (e.g. clerical, bus drivers, nutritional services, transportation paras, door monitors, CSO's) may use accumulative leave or other paid leave time to make up for any hours lost due to a school closing day. In the alternative, the school district will provide make-up days for these staff groups. Make-up days will be scheduled prior to June 15th to include staff training or other duties for non-licensed staff, and will be paid at the time the make-up time is served. Staff electing to make-up lost time will request "Restricted Unpaid Time Off/Make-Up Time Request" for the closed weather day.
3. Paid school closing days without make-up time may be authorized for 10-month non-licensed staff members at the direction of the superintendent in consultation with the school board, and in that case, staff would receive full pay for those school closing days. The superintendent will take into consideration the economic impact of multiple school closing days within a pay period when considering this option.

In the event of a flexible learning day due to a cold weather closing, 10-month non-licensed staff may report to work as usual. Employees who choose not to report to work on a cold weather closing day, may use accumulative or other paid leave time to make up for any hours lost.

#### **12 Month Non-Licensed Staff Expectations:**

In the event of a flexible learning day due to snow or ice, 12-month non-licensed staff who can report to work safely may do so (e.g. custodians and engineers). 12-month non-licensed staff who can work from home may do so with the approval of their supervisor (e.g. clerical, non-represented 12 month employees). For staff who cannot report and whose work cannot be performed at home, any lost time due to snow closing days may be flexed back into the same work week through extended work days or on Saturday of that week (provided Saturday building access is available) between the hours of 8:00 am and 6:00 pm. Employees who choose not to work from home or perform make-up time on a snow or ice closing day, may use accumulative or other paid leave time to make up for any hours lost.

In the event of a flexible learning day due to a cold weather closing, 12-month non-licensed staff may report as usual. Employees who choose not to report to work on a cold weather closing day, may use accumulative or other paid leave time to make up for any hours lost.

Minnesota Statute For Reference:

#### **120A.414 E-LEARNING DAYS.**

##### **Subdivision 1. Days.**

"E-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. A school district or charter school that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as a day of instruction and included in the hours of instruction under section 120A.41.

##### **Subd. 2. Plan.**

A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. A charter school may adopt an e-learning day plan after consulting with

its teachers. The plan must include accommodations for students without Internet access at home and for digital device access for families without the technology or an insufficient amount of technology for the number of children in the household. A school's e-learning day plan must provide accessible options for students with disabilities under chapter 125A.

**Subd. 3. Annual notice.**

A school district or charter school must notify parents and students of the e-learning day plan at the beginning of the school year.

**Subd. 4. Daily notice.**

On an e-learning day declared by the school, a school district or charter school must notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.

**Subd. 5. Teacher access.**

Each student's teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.

**History:**

1Sp2017 c 5 art 1 s 2