

SAUK CENTRE PUBLIC SCHOOLS

(ISD #0743) 903 State Road, Sauk Centre, MN 56378-1698 (320) 352-2258

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Sheila Flatau, Secondary Principal
Lucas Kusters, Secondary Assistant Principal
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Sauk Centre Public Schools E-Learning Plan 2021-2022

According to Minnesota Statutes, an “E-learning day” means a school day where a school offers full access to on-line instruction provided by students’ individual teachers due to inclement weather. A school district that chooses to have e-learning days may have up to five e-learning days in one school year.

Sauk Centre Public School will implement an E-learning Plan for the 2021-22 school year. This document is intended to provide background information as well as inform how the district’s E-learning plan will work.

If the decision is made to close school and conduct an E-Learning day, it will be made prior to 6:15 a.m. of the morning the E-Learning day is scheduled. This decision will be communicated to you via television, radio and the SchoolMessenger alert system.

The following information describes the E-Learning day:

1. Assignments/activities for each class will be sent to families via Remind or posted to teacher’s Canvas pages by 10:00 a.m.
2. Teachers will be available during the hours of 10:00 a.m. – 2:00 p.m. by phone, email, or GoogleMeet for questions that students or families may have. Please check the teacher’s individual Seesaw or Canvas page for your teacher’s direct contact information.
3. The E-Learning day is considered a student contact day that requires attendance. Students and teachers are expected to participate in the E-learning day.
4. Attendance will be determined by the following:
 - Grades K-4: By students sending their teacher a message or photo on Remind and/or Seesaw prior to 3:00 p.m.
 - Grades 5-12: By students logging into Canvas to check for their assignments/activities for each class period prior to 3:00 p.m.
5. Students who choose not to participate without an excused absence will receive an unexcused absence.

6. The proposed guidelines for total amount of work time per student grade levels are listed below:

Elementary (Kindergarten – 4th Grade)

1 – 2 hours

Secondary (5th – 12th Grades)

30 minutes per class

7. If you do not have access to the internet access, please contact your individual teacher(s) via Remind for your assignments.
8. Student and teacher expectations are specifically outlined in the attached E-Learning Day Expectations document.

**Should you have any questions about the E-learning procedures, please feel free to contact your child's teacher(s) and/or your respective building principal.



Sauk Centre Public Schools E-Learning Day Expectations

If an E-Learning day is scheduled, staff, students and families will be notified at least 2 hours prior to the start of the school day - no later than 6:15 a.m.

District Schools	Teacher Expectations	Student Expectations	Information
<p>Sauk Centre Elementary K-4</p>	<p>*Assignments & Activities will be sent to families via Remind by 10:00 a.m.</p> <p>*Teachers will be available during hours of 10:00 - 2:00 and will respond in a timely manner to any communication from parents, students, staff or administration.</p> <p>*Attendance will be determined by students/families sending their teacher a message or photo via Remind prior to 3:00 p.m.</p>	<p>*Students will know where to find their assignments/activities.</p> <p>*Students will complete assignments/activities as directed.</p> <p>*Families and students will follow their teacher's eLearning assignments/activities provided by the child's teacher via Remind.</p>	<p>The proposed guidelines for total amount of work time for individual students are listed below:</p> <p><u>*Elementary (Kindergarten - 4th Grade)</u> 1 - 2 Hours</p> <p><u>*Secondary 5th - 12th Grades:</u> 30 minutes/class</p> <p>*All e-Learning days are considered student days requiring attendance. Students and teachers are expected to participate in the e-Learning day.</p>
<p>Sauk Centre Middle 5-6</p>	<p>*Assignments & Activities will be posted to Canvas by 10:00 a.m.</p> <p>*Teachers will be available during hours of 10:00 - 2:00 and will respond in a timely manner to any communication from parents, students, staff or administration.</p> <p>*Attendance will be completed by students logging into Canvas to check for their assignments/activities for each class period prior to 3:00 p.m.</p> <p>*Teachers will submit attendance to PowerSchool for each class period at 3:00 p.m.</p>	<p>*Families and students will find eLearning activities on Canvas.</p> <p>*Students will complete assignments/activities as directed.</p> <p>*Students will return assignments/activities within 2 days of school being back in session.</p> <p>*Students will check in with their teachers to ask questions or to get feedback on assignments.</p> <p>*Attendance will be completed by students logging into Canvas to check for their assignments/activities for each class period prior to 3:00 p.m.</p>	<p>*If you do not have internet access, please contact your individual teacher(s) via Remind for your assignment.</p> <p>*Secondary Students - please check specific Teacher Canvas pages for your teacher's contact information.</p> <p>*If students are unable to participate due to illness, please call your school office.</p>
<p>Sauk Centre Secondary 7-12</p>	<p>*Assignments & Activities will be posted to Canvas by 10:00 a.m.</p> <p>*Teachers will be available during hours of 10:00 - 2:00 and will respond in a timely manner to any communication from parents, students, staff or administration.</p> <p>*Attendance will be completed by students logging into Canvas to check for their assignments/activities for each class period prior to 3:00 p.m.</p> <p>*Teachers will submit attendance to PowerSchool for each class period at 3:00 p.m.</p>	<p>*Families and students will find eLearning activities on Canvas.</p> <p>*Students will complete assignments/activities as directed.</p> <p>*Students will return assignments/activities within 2 days of school being back in session.</p> <p>*Students will check in with their teachers to ask questions or to get feedback on assignments.</p> <p>*Attendance will be completed by students logging into Canvas to check for their assignments/activities for each class period prior to 3:00 p.m.</p>	