

SNOW DAY DISTANCE LEARNING GUIDELINES

Newell School District recognizes distance learning as a tool when dealing with snow days. Pending the extent of the weather systems and amount of teacher preparation available will determine the use of this tool. Any parent or caregiver involved with this option is much appreciated.

Remote snow days may be set up in various ways. If planning time is available, Newell School District staff will prepare students and staff prior to the projected snow day. However, if preparation time isn't available, a remote makeup day on a Friday may be an option as well.

The use of distance learning will be limited to two consecutive days. At which point, the administration will review the situation.

Attendance:

- Assignments will be designed to take approximately 30 minutes per class and can be completed sometime during the day.
- Attendance will be taken through means designated by the teacher. Options include email or participation on class designated platforms. Teachers will provide information on the attendance procedures.
- If students/families are absent based on the outlined attendance expectation and the parent does not call/email excusing the absence, the student may be marked unexcused and possible consequences may occur.
- Contact with the teacher is scheduled between 8:00AM to 3:45PM of the day. Assignments are expected to be uploaded to the classroom platform or at the return to regular school day.
 - Present=assignments from snow day are turned in completed.
 - Unexcused Absence=no work turned in from the snow day
 - Excused Absence=notification on or prior to the snow day that circumstances will prevent student from completing work, make-up work policy will then apply upon return to school.

Teacher Snow Day Guidelines:

- All teachers will establish a platform for their classroom instruction. Information on the platform with needed procedures will be provided to students and parents.
- Teachers maintain exchanges with the student to take attendance depending on the situation between the school hours of 8:00AM to 3:45PM.
- Staff will mark attendance on Infinite Campus at the end of the day. Adjustments can be made if needed due to unforeseen weather issues.
- Staff will contact students of concern, as time allows. Paraprofessionals will be available to assist where needed.

- Recorded instruction (Example: Loom) or Google Meets sessions might be posted on a platform for students to access. Good pedagogy still prevails. Avoid busy work or excessive homework. Aim for around 30 minutes for the lesson or activity.
- Teachers will be available from 8:00 to 3:45 via email or class platform to answer questions based on assignments. Teachers will respond within approximately an hour.
- Teachers will establish methods of communication with parents and students. Newell School District recognizes various formats for communication such as email, Google Classroom, Class Dojo, etc.
- Teachers will be required to initiate direct contact with each student they have that currently has a D or F. Teachers can work with support staff to identify students that need direct contact, such as students with unavailable parents. Staff will maintain a log of each individual contact (or attempt) and submit a log to the direct administrator.
- Lessons on snow days will be established by the teacher to meet the needs of the students. Lessons may be continuation of instruction, review of learned material, or a special lesson for the remote setting.
- Elementary: Pre-K-5 will send home educational materials.
- Paraprofessionals will follow schedules provided by the SPED Director.

Student Snow Day Expectations

- Be in the habit of bringing school devices home. If the home does not have reliable Internet access, bring home print material. Teachers need to know the student status for internet access ahead of time to prepare.
- Check-in for attendance expectation will be provided by the teacher. However, due to unexpected weather interferences, adjustments can be made with parent notification.
- The day's lesson may be provided via Google Meets meeting/recording via Loom or established classroom platform from teachers.
- Flexibility is provided in the completion of the assignments due to unforeseen complications due to weather. Recorded Google Meets or Loom meetings for later viewing, social media posts and established classroom platforms allow flexibility. Realize, assignments are due at the next regular school day. Please respect the teacher's work hours from 8:00AM to 3:45PM.

Parent Snow Day Expectations

- Parent oversight is valuable in the success of a remote learning snow day. Newell School District does realize that weather can heavily impact the home setting as well.
- Parents can call their child in as absent on a distance learning day. Upon return to school, the students would follow the school's make-up policy to complete work missed on distance learning days.

Office/School Snow Day Expectations

- Announce to students and staff a reminder to bring home devices and/or print curriculum prior to potential inclement weather.
- Share schedule reminders with students on the website, app, and social media.

Remote Snow Makeup Day Expectations

- Remote snow makeup days would not be utilized in the event staff were unable to prepare.
- Should the remote snow makeup day option be utilized, staff may be expected to report to the district campus.
- Remote snow makeup days will have same expectations as a remote snow day.