



Holy Family School  
231 Sinclair Lewis Ave  
Sauk Centre MN 56378  
320-352-6535

Adapted/Modified from:

**Sauk Centre Public Schools  
E-Learning Plan  
2022-2023**

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 (5) five e-Learning days in one school year. E-learning days will be used before any snow days built into the calendar.

Holy Family School will implement an e-Learning Plan for the 2022-23 school year similar to the Public School. This document is intended to provide background information as well as inform how the Holy Family 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. the morning the e-Learning day is scheduled. This decision will be made by the Superintendent at the Public School, and communicated to you via television, radio and the SchoolMessenger alert system. You will also receive a REMIND message from Holy Family School confirming the e-learning day.**

The following information describes the e-Learning day for Holy Family School:

1. Assignments/activities for each class will be sent to families (**hardcopy**) and posted on School Speak by 10:00 a.m.
2. Teachers will be available during the hours of 10:00 a.m. – 2:00 p.m. by email, Remind, or GoogleMeet (**not teacher personal phones**) for questions that students or families may have. Please check the teacher’s individual School Speak page for your teacher’s direct email contact information. Teachers may also send additional information to students via email that day.
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-6: The student(s) must hand in the assignment to the classroom teacher on the first day we are back to school. The assignment must be dated and signed by the parent or guardian. If the student does not return the signed assignment on the first day back they will be marked absent. If due to the nature of the assignment, the parent cannot sign the document, the parent should send a dated, and signed note, stating that the student completed the required work.

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

5th and 6th Grades

5 required activities (approx. 2-3 hours)

7. If you do not have access to the internet for email, please contact your individual teacher(s) via Remind for your assignments and/or questions.
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) directly and/or principal, Ms. Otte.



# Holy Family School's eLearning Day Expectations

*If an eLearning 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 AM.*

## Teacher Expectations

- \*Hard copies of assignments & activities have been sent home and posted to School Speak.
- \*Teachers will be available during the hours of 10:00-2:00 and will respond in a timely manner to any communication from parents, students, staff or administration.
- \*Attendance will be determined by students/families handing in the required assignment, with parent signature and date the first day we return to school.
- \*Teachers will submit attendance to School Speak for each day of eLearning. This will be done by 3:00 PM upon return to school after which time the teacher has had an opportunity to collect assignments/materials.

## Student Expectations

- \*Students and families will find eLearning activities posted on School Speak and will also be provided with a hard copy.
- \*Students will complete assignments/activities as directed by the teacher.
- \*Students will return assignments/activities on the first day of school being back in session.
- \*Teacher may send additional instructions via Remind if needed.
- \*If due to the nature of the assignment, the parent cannot sign the document, the parent should send a dated, and signed note, stating that the student completed the required work.

## Additional Information

The proposed guidelines (approximated) for total amount of work time for individual students are listed below:

- \***Grades K - 4: 1-2 hours**
- \***Grades 5 - 6: 5 required assignments/activities; 2-3 hours.**
- \*All eLearning days are considered student days requiring attendance. Students and teachers are expected to participate in the eLearning day.
- \*If students are unable to participate due to illness, please send a message via Remind or email to the teacher.