

When school is canceled for any reason, students and families will be communicated with and the day will be either asynchronous (students checking their Schoology for the day's work as described in section 1 below) or synchronous (following the schedule in section 2 below). **The first weather-related day will be just a weather cancellation (not an asynchronous day).**

Section 1: E-Learning Asynchronous Days

- Teachers will post learning activities by 9:00 a.m. in Schoology.
- Students learn asynchronously.
- Teachers may set live "office hours" via Google Meet and will reply to student questions via email, Schoology messenger and/or Google Voice.
- The attendance question will be given by the period 1 teacher with students needing to answer the question by 1:00 p.m. to be counted present for the day.

Learning and study time for each class should not exceed 20-30 minutes. Learning will be a continuation of what the focus is in class or will be at teacher discretion.

Teachers can be reached via Schoology or school email from 10am to 12pm and 1pm to 3pm.

Students with an Individualized Education Plan will follow lessons provided by their classroom teachers and/or lessons modified by their case managers online.

Accommodations for students without access to the internet will be addressed on an individual basis. Students or guardians should report it to the Attendance Line.

[Note: E-Learning Asynchronous Learning Days are authorized through the Minnesota Legislature per MN Statutes, 120A.414. The purpose of these days is to continue learning on inclement weather days.](#)

Section 2: HMS Synchronous Distance Learning Day Expectations

Hastings Middle School will use the following schedule for extended cancellations:

7:30-9:00	Teacher Planning/Collaboration/Online Preparation
9:00-9:30	Period 1
9:45-10:15	Period 2
10:30-11:00	Period 3
11:00-12:00	Lunch Break
12:00-12:30	Period 4
12:45-1:15	Period 5
1:30-2:00	Period 6
2:00-2:45	Teacher Office Hours
2:45-3:30	Teacher Meetings/Staff Meetings

Reminders and contact information for synchronous learning days can be found on the following page.

STAFF/ INSTRUCTORS	STUDENTS	FAMILY/ADULTS
<ul style="list-style-type: none"> <input type="checkbox"/> Begin each class on Google Meet following the above schedule. <input type="checkbox"/> Each Google Meet format will engage students, review previous content, discuss new content and make plans for when student work on their own time <input type="checkbox"/> Communicate to your students when your office hours are and how students can access you for help. <input type="checkbox"/> Create a respectful online community <input type="checkbox"/> Update gradebook frequently <input type="checkbox"/> Communicate with parent/adult about student progress <input type="checkbox"/> Provide students with positive/constructive feedback about what the student did well and how they can improve <input type="checkbox"/> Pin an update to Schoology with your office hours and how to contact you whether by email, phone and/or Google Meet 	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure your Chromebook is fully charged and ready for learning each day. <input type="checkbox"/> Join each of your classes following the schedule above. If you are sick and unable to attend you must have a parent call the Attendance Office at 651-480-7061 or 651-480-7062 <input type="checkbox"/> Follow your regular schedule. (A/B Days will be communicated for the day) <input type="checkbox"/> Be present for each Google Meet meeting with your classes according to the schedule above. <input type="checkbox"/> Take your lunch break from 11:00-12:00. <input type="checkbox"/> Turn in completed assignments <input type="checkbox"/> Email, call or Google Meet your teacher when you have a question OR when you feel you are stuck. <input type="checkbox"/> Check your grades daily/weekly. <input type="checkbox"/> Keep up with school work <input type="checkbox"/> Check your emails/Schoology messages and respond appropriately. 	<ul style="list-style-type: none"> <input type="checkbox"/> Be sure to access your parent Schoology account. If you need assistance with Schoology or Infinite Campus, please see this information. <input type="checkbox"/> Check Schoology for student progress and missing work <input type="checkbox"/> Check Infinite Campus for attendance <input type="checkbox"/> Communicate with teachers if work for your student is too hard, taking too long or too easy <input type="checkbox"/> Support and encourage your child to be present for each Google Meet meeting every day of the week. <input type="checkbox"/> If you have questions regarding academics, please email the teacher <input type="checkbox"/> If you are worried about the social/emotional wellbeing of your child, please email a counselor or principal <p><u>Counselors by Grade</u></p> <p>5th Grade Charlie Black</p> <p>6th Grade Brooke Johnson</p> <p>7th grade Megan Latch</p> <p>8th Grade Ellen Rademacher</p>

Steve Kovach, Building Principal skovach@isd200.org , 651-480-7066 (8th grade & Blue Pod 5th)

Pam Johnson, Assistant Principal pjohnson@isd200.org , 651-480-7068 (6th grade & Gold Pod 5th)

Joe Haas, Assistant Principal jhaas@isd200.org , 651-480-7067 (7th grade & White Pod 5th)