



## Banaadir Academy - E-Learning Day Plan

For student learning to continue in the event of weather-related school closings, Banaadir Academy will continue using E-Learning Days during the 2025-2026 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 E-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 Executive Director and makeup time for students and/or staff will be determined by the Executive Director in consultation with the School Board.

### Student Expectations

If school is canceled for E-Learning, we will inform families via Remind that Banaadir Academy is activating an E-Learning Day at least two hours prior to the start of the regular school day.

Level	Attendance*	Work Completion
6th-12th Grades	Before 2:00pm, <b>ONE</b> OF THESE must be done: A. <b>If able to access Google Classroom, students</b> must complete at least one assignment FOR EACH CLASS in Google Classroom B. <b>If not able to access Google Classroom, students</b> must email each teacher on their schedule to check in <ol style="list-style-type: none"> <li>1. Check schedule in Skyward</li> <li>2. See email list below</li> </ol> C. <b>If not able to access internet/email, families</b> must call Fowzia Mohamed at 612-298-2308 to be marked present or absent	<ul style="list-style-type: none"> <li>• Asynchronously via Google Classroom (work available by 10am)</li> <li>• Asynchronously via Gmail (work available by 10am)</li> <li>• If work completed by 2:00pm, can count as attendance for that class (Attendance Option A)</li> <li>• If work not completed, students/families must use Option B or Option C for attendance</li> <li>• <b>Students have 3 school days from the end of the e-learning period to complete the assigned work</b></li> </ul>
*Regardless of whether a student is marked present or absent on an e-learning day, they MUST be given 3 school days to complete the assigned work.		

### Staff Expectations | Workday 7:00-3:00

Role*	Responsibilities**
Teachers	<ul style="list-style-type: none"> <li>• Make assignments available to students</li> <li>• Post assignments to Google Classroom or email to them by 10am (if emailing assignments, <a href="#">BCC students in your class</a> - <b>DO NOT "COPY" EMAIL ALL OF THEM DIRECTLY</b>)</li> <li>• Take attendance for each class by 3:00pm               <ul style="list-style-type: none"> <li>○ Excused student absences MUST GO THROUGH Fowzia.</li> <li>○ Present: before 2:00 pm, the student emails you, completes Google Classroom work, or you receive an email from Fowzia to mark the student present</li> <li>○ Absent: you don't receive any communication from or about the student before 2:00pm</li> </ul> </li> <li>• Be available via email for student questions/support needs (10am-2:00pm) and</li> </ul>

	internal communication (7:00am-3:00pm).
<b>Instructional Staff (non-teachers)</b>	<ul style="list-style-type: none"> <li>• If e-learning is expected/anticipated: Mahad will direct 6-8th teachers to distribute Chromebooks to students according to the plan on the Chromebook Tracker.</li> <li>• Be available via email for student support requests as needed from 7:00 am-3:00pm - be prepared to <a href="#">open a Google Meet</a> and share link with student/s via email if needed</li> <li>• Admin Assistant/Family Liaison: Be available by phone and email for attendance and family support; record excused absences in Skyward</li> </ul>
<b>Non-Instructional Staff</b>	

\*Roles are color-coded in the email list on p. 3

\*\*See details below

All Instructional Staff should be available via Email for internal communication from 7:00am-3:00pm and for students from 10am-2:00pm.

All Teachers must take **attendance** for each class by 3:00pm on the e-learning day. If students haven't emailed you or submitted work on Google Classroom by 3:00, they are absent. Fowzia will code excused absences into Skyward. Teachers must have **asynchronous work** posted to Google Classroom *for each class or have email out all assignments* by 10am on the e-learning day. Contact Renee Smetana ([rsmetana@emailmcs.org](mailto:rsmetana@emailmcs.org)) for help with Google Classroom, or a building administrator for questions about reasonable/appropriate work. Options/ideas for asynchronous work must be available in Google Classroom and include, but are not limited to,:

- [Google Form Check-In](#)
- [Edpuzzle](#) (this link goes to a YouTube playlist that explains all the steps of creating an Edpuzzle)
- [Flipgrid](#)
- Google Classroom assignment (contact Renee Smetana for help)
- Journal (via email or Google Doc)
- Others
- Some combination of these

Non-Instructional Staff should be available via Email from 7:00am-3:00pm.

**Fowzia (Attendance):** Families will call at 612-298-2308. If they call to report an absence, mark that in Skyward. If they call to check in because of internet issues, [email the teachers of that student](#).

#### Staff Emails

Last	First	Email
<b>Abdalla</b>	Mohamed	mabdalla@emailmcs.org
<b>Abdi</b>	Mohamed T	mtabdi@emailmcs.org
<b>Abdi</b>	Mohamed	mabdi@emailmcs.org
Mohamed	Abdimahad	amohamed@emailmcs.org
<b>Berning</b>	Ashley	aberning@emailmcs.org
Donley	Emma	edonley@emailmcs.org
Duffy	Brenna	bduffy@emailmcs.org
<b>Edgar</b>	Matt	medgar@emailmcs.org
Tesch	Tom	ttesch@emailmcs.org
<b>Hassan</b>	Abdifatah	ahassan@emailmcs.org
Hassan	Jabril	jhassan@emailmcs.org

Kim	Miriam	mkim@emailmtcs.org
<b>Horton</b>	Autumn	ahorton@emailmtcs.org
<b>Johnson</b>	Jeff	jjohnson@emailmtcs.org
<b>Kulmiye</b>	Adam	akulmiye@emailmtcs.org
Mohamed	Fowzia	fmohamed@emailmtcs.org
Miller	Andrea	amiller@emailmtcs.org
<b>Osman</b>	Abdulwahab	aosman@emailmtcs.org
<b>Ramsey</b>	Hannah	hramsey@emailmtcs.org
<b>Abdinoor</b>	Makahil	mabdinoor@emailmtcs.org
<b>Sitzman</b>	Tom	tsitzman@emailmtcs.org
<b>Trojan</b>	Sam	strojan@emailmtcs.org
<b>Warsame</b>	Ifrah	iwarsame@emailmtcs.org
<b>Yusuf</b>	Abdihakin	ayusuf@emailmtcs.org
<b>Mosenden</b>	Mara	mmosenden@emailmtcs.org