

South Washington County Schools e-Learning Administrative Procedures

PURPOSE

An "e-Learning day" means a school day where a school offers full access to instruction provided by students' individual teachers due to inclement weather. South Washington County Schools may have up to five e-Learning days per school year. An e-Learning day is counted as a day of instruction and included in the hours of instruction under section 120A.41.

The goal of utilizing an e-Learning day is to minimize the disruption to academic progress caused with emergency school closures by making those out-of-school days as educationally productive and engaging as possible.

DEVELOPMENT OF THE PLAN

This plan was created with input from many stakeholders, including: Teaching and Learning, Communications Department, Technology Department, District 833 Cabinet, and representative membership from the United Teachers of South Washington County membership. Upon completion, the South Washington County School Board approved the plan in June 2019.

It is essential the e-Learning Plan works in practice and contains strategies for continuous improvement. To that end, this plan will be reviewed annually and modified if needed.

COMMUNICATION

The Communications Department will include information about e-Learning days in their back to school communications and post information on the website.

Beginning of the Year Communication

In 2017, the MN Legislature provided the opportunity for school districts to include the option of using e-Learning days due to inclement weather. E-Learning is defined as "Extended Learning." In the event that weather prohibits the district from having students come to school, District 833 Superintendent Keith Jacobus has the option to declare the day as an "e-Learning" day. During an "e-Learning day," teachers offer instruction to students through various means (internet, previously planned activity, etc).

The goal of using an e-Learning day is to minimize the disruption to academic progress due to emergency school closures by making those out-of-school days as educationally productive and engaging as possible. In preparation for e-Learning Days, teachers will notify students and parents the process they will use for instruction.

Not all school closures will be designated as an e-Learning day. However, if an

e-Learning day is called families will receive an automated phone call at least two hours' notice prior to the normal school start time. Students should not report to school but should engage in e-Learning activities as assigned.

We understand that students will have a wide variety of responsibilities at home during e-Learning Days and that some may not have access to the internet. School staff members understand this and will be flexible with those situations.

Students with disabilities, as required under Chapter 125A, will have assignments designed to meet the needs of IEP/504 plans. Early in the academic year, the key stakeholders (case manager, parent, teacher and student) will collaborate to create the plan in an IEP meeting, other face-to-face meetings, or through email.

Notification of an e-Learning Day

At least two hours' notice prior to the normal school start time, an automated phone call will declare an emergency closing day an e-Learning Day. The message will clearly state school is closed due to inclement weather and District 833 has declared it as an e-Learning day.

Students and Parents/Guardians are to check the identified mode of communication to access the e-Learning expectations.

Communication Between Schools and Students/Parents/Guardians

In preparation for e-Learning Days, Schools will determine how each teacher will gather information regarding the student/families preferred method of communication (Schoology/SeeSaw, Email, Infinite Campus, Telephone).

Students and parents without home Internet access or with limited Internet access must inform teachers of this fact so that needed modifications to assignments and due dates can be made.

During an e-Learning Day, teachers will:

- Provide a timely plan, posting work for the day by 10:00 a.m.
- Be available for communication via Schoology, Seesaw, voicemail and/or email during regular school hours.
- Provide a school telephone number and monitor the Mitel Connect app connected to his/her/their district telephone extension.

INSTRUCTION

The goal of utilizing an e-Learning day is to minimize the disruption to academic progress caused with emergency school closures, provide meaningful learning experiences that help reduce the impact of lost face-to-face instructional time, and allow for continuation of the curriculum when students return to school.

The following components will be in place to ensure the program meets the

requirements of the legislation and aids the learning process for students:

- Anticipate time requirements for course work recognizing students learn at different paces, especially in an independent context.
- Plan for self-directed, independent learning with specific consideration to age and individual learning needs. The time required for e-Learning Day activities will vary dependent on the course and the current topics of instruction. The following could be used as a general guideline for instruction:
 - Elementary: 20% to 40% of the typical instructional time
 - Secondary: 50% to 75% of the typical instructional time
- Customize learning opportunities especially in troubleshooting for students with digital challenges.
- Communicate with colleagues to ensure common expectations, communications, and protocols.
 - Elementary grade level PLCs are strongly encouraged to discuss e-Learning and develop common expectations for students as it relates to grade level standards.
- Communicate what constitutes attendance during the class/day and report attendance through Infinite Campus prior to the end of the school day. Potential attendance documentation includes:
 - Student Completion of an assignment.
 - Submitted reflection of learning.
 - Formative assessment to check for understanding.

ACCOMMODATIONS

STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

- Students with disabilities, as required under Chapter 125A, will have assignments designed to meet the needs of IEP plans.
- Early in the academic year, the key stakeholders (case manager, parent, teacher and student) will collaborate to create the plan in an IEP meeting, other face-to-face meetings, or through email.

NON-INSTRUCTIONAL STAFF

In the event a staff member does not provide direct instruction for students, submit a plan for your work day to your immediate supervisor.

RESOURCES

Technology will play a critical role in the implementation of e-Learning days. The following tools are supported by District 833 and available to support staff in communicating with students and parents/guardians.

- Infinite Campus Messenger
- Email
- Mitel Phone App
- Schoology
- SeeSaw