

E-Learning Day Plan

Benson Public Schools



Why e-Learning Days?

When there are weather-related school cancellations, instructional time is lost and the momentum in classrooms is slowed. State testing dates are set prior to the start of the school year, and make-up days in June after the completion of these tests can prove to be out of sync with the instructional process. While e-Learning days cannot replace the face-to-face time students have with their teachers, they can provide better continuity than when school is interrupted.

Requirements

MN State Statute 120A.414 allows districts the ability to implement e-Learning days, providing certain criteria are met. These days are intended to offer full access to online instruction provided by students' individual teachers and can be counted as full days of instruction when reported to the Minnesota Department of Education. Learning activities are aligned to the work taking place in the classroom and should be a continuation or extension of what the class is currently working on. Requirements of e-Learning days include:

- "e-Learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- MDE (MN Department of Education) up to five e-Learning days in one school year.
- Administration and teachers will collaborate to develop a district plan that is approved by the board of education.
- The school must provide accommodations for students without sufficient access to the Internet, hardware, or software in their homes.
- Students with IEPs or 504 plans will receive accessible digital instruction that addresses the students' plans.
- Families must be notified at least two hours prior to the normal school start time that students need to follow the e-Learning day plan.
- Each student's teacher must be accessible both online and by telephone during normal school hours to assist students.

Notification

Notification of an e-Learning Day will be made via the school messaging system (School Messenger), Radio, TV, District Facebook, and Twitter.

Devices

Students in grades 4-5 will take home devices. Students in grades 6-12 will have issued devices to use during e-Learning day(s).

Staff Availability

Teachers, administrators, and other licensed staff will be available by email, phone, and through the grade-appropriate digital learning space (Google Classroom, SeeSaw, Zoom, Google Meet) from 9:30 a.m. to 11:30 a.m. and from 12:30 p.m. until 3:30 p.m. Staff may work from home or be on campus on these days. Staff who are unavailable to provide instruction on an e-Learning day will need to submit a leave request for that day. If a staff member is unavailable for an e-Learning day, they will add an "out of office" notice on their e-mail and/or voicemail to let students and families know.

Student Work

Student work on e-Learning days must be submitted by the end of the third school day after a school cancellation to allow students who do not have Internet access at home an opportunity to complete the work.

Student Attendance

- Attendance must be taken by the teacher and records of attendance must be kept for each class/class period.
- "Students who do not participate in planned activities are considered absent for those class(es) and should be reported as absent and should be reported as absent as if they were not present for an on-campus class." (Plaman, Minnesota Department of Education 20 July 2017)
- If a student does not complete the e-Learning task(s) or has limited access to the internet, the student will be given material by instructors that must be completed before the class period begins 3 days following the declared e-learning day.
- "Attendance could be verified by:
 - a. Logging in to class page(s) on the district's/school's learning management system (JMC).
 - b. Email exchange/ text exchange /phone call with teacher.
 - c. Parent verifies attendance; a documentation process is developed and retained by the school as part of the student's attendance record.
 - d. Activity in classes (pages accessed, discussion participation, formative assessments completed).
 - e. Work submitted during the e-Learning day (evidence of learning or preparation for learning-reading or video with notes)." (Plaman, Minnesota Department of Education 20 July 2017)
- Teachers will log absences for an e-Learning day into JMC, student management system, before the start of each class period on the 3rd school day following the e-Learning day.

E-learning days will be reported as regular instructional days on the MARSS A School File. Students enrolled on an e-Learning day will generate one day of membership. The

length of the school day will be reported as the same length that was originally scheduled had the students attended at the school site.

Northside Elementary: Kindergarten through third-grade students will utilize *bingo cards* that allow them to choose which activities they will complete on e-Learning days. These cards will ask the students to complete a number of tasks throughout their day from a previously printed booklet/workbook. Fourth- and Fifth-grade students will have assignments to complete on Google Classroom and the day's activities will be posted not later than 9:30 a.m. Fifth-grade students will have a Google Meet, starting at 10:00 a.m., where all peer interaction, instruction and assignments will take place. All completed work will be returned to school once students return to the building.

Benson High School: Benson High School teachers will post the day's activities on Google Classroom or contact students no later than 9:30 a.m. Activities for each class are intended to take approximately 20 minutes. Some students may need more time, some less, for each activity. The goal is to provide meaningful activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. Activities may include flipped classrooms or virtual class sessions. Students will submit the e-Learning day activities based on the teacher's instructions.

Students with IEPs and/or 504 Plans

The information below is provided as general guidance when planning for students with disabilities. Individual planning teams will determine specific plans based on unique student needs. The IEP or 504 team will need to discuss how the individual student accesses technology and how the student will access the curriculum on e-Learning days. The services to be provided to the student, including a description of how the student will access the technology and curriculum, should be included in the service narrative of IEPs as appropriate. Related services that fall on e-Learning days should also be considered. The following language may be a guide for documenting in the IEP the e-Learning program and the specific modification that will be applied:

- Include a list of specific IEP accommodations, modifications, assistive technology, etc., to be considered by the IEP team.
- *(Benson High School) may utilize virtual learning opportunities when making up cancelled school days. In these instances, work will be modified to meet IEP goals. Instruction will be provided to ___ through ___ (online materials, paper and pencil assignments, projects, extended time...).*
- Special Education case managers will add an IEP agenda item to discuss e-Learning Days at each meeting.
- The 504 Coordinator at each site will add an agenda item to discuss e-learning days when planning the annual 504 plan.
- High needs students will have a pre-planned activity packet sent home prior to e-Learning days.
- Students in pull-out classes will complete e-Learning tasks specific to their IEP in grades 4-12. Grades PreK-3 will have materials sent in their e-Learning day packet.

ELL

Students in pull-out classes will complete e-Learning tasks specific to their language skills in grades 6-12. Grades Pre-K-5 will have materials sent in their e-Learning day packet.

Instructional Assistants

Instructional Assistants will continue to provide intervention support with their regularly scheduled students. These supports will be provided using Zoom or Google Meet. Instructional Assistants will remain available throughout the day to support their students if they have any questions. Instructional Assistants will need to have a device at home to connect with students.

School Social Worker/Counselor

School social Worker and Counselor will exchange the e-Learning day for a day of service to the district for summer responsibilities, such as sending transcripts, making home visits, school supply program, student scheduling, etc. A timesheet will be completed to record the hours worked during the summer make-up days. The timesheet will be turned into the building principal.

School Nurse

- Option 1 Paperwork/documentation day.
- Option 2 Reschedule the day. A timesheet will be completed to record the hours worked during the summer make-up day(s). The timesheet will be turned into the building principal.
- Option 3 Take personal leave or leave without pay for the day, with approval.

Paraprofessionals

- Option 1 Make up this workday as part of CPI training and/or on the year-end workshop day. Paraprofessionals wishing to utilize this option must complete the necessary form and return to the business office by the next school day following the e-Learning day. This day would include aiding in the cleaning of classrooms, preparing rooms for summer cleaning, or other tasks as assigned.
- Option 2 Take Personal leave or leave without pay for the day, with approval.

Office Staff

- Option 1 Work from the office.
- Option 2 Make up this day at the end of the school year. A timesheet will be completed to record the hours worked during the summer make-up day(s). The timesheet will be turned into the building principal.
- Option 3 Use Comp Hours (must follow comp hour policy), with approval.
- Option 4 Vacation Day or leave without pay, with approval.

Kitchen Staff

- Option 1 Work in the kitchen preparing meals.
- Option 2 Use Comp Hours (must follow comp hour policy).
- Option 3 Vacation day or leave without pay, with approval.
- Work at end of year clean up, with prior written approval.

Bus/Van Drivers

- Option 1 Work at end of year clean up, with prior written approval.
- Option 2 Work at bus inspection, with prior written approval.
- Option 3 Vacation or leave without pay, with approval.

Resources

Teachers will consider available online and e-resources currently used in classrooms when assigning work and assignments for e-Learning days. Any resource used for e-Learning activities will be used or practiced prior to being assigned on an e-Learning day.