

## **E-LEARNING POLICY**

### Southland E-Learning Day

The Southland School District will be adopting an alternative learning day in the event of a school closure. Beginning at the start of the 2019-20 school year, students will continue their daily academic schedule as usual from outside of the school setting if an e-learning day is implemented. Families will be notified via Infinite Campus, the district website, as well as other designated broadcasting entities that the closure of school will be an “E-Learning Day.”

\*The first E-Learning day will be on the sixth cancelled school day of the academic year.

Purpose: The rationale for E-Learning days are to sustain the educational process for the students of Southland. Additionally, doing so will allow for the district and faculty to maintain curriculum goals and skills. E-Learning can be used up to five time (days) during the year and will be counted as instructional days. Adopting the plan will decrease the need for make-up days at the end of the school year.

Plan: It will be the teacher’s responsibility to follow the Minnesota Department of Education’s program plan for E-Learning days and the plan established by Southland Public Schools.

As stated by MDE Statue 120A.414 the plan must include:

- Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.
- Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student’s Individualized Education Program (IEP)/504 plans.
- Notification to parents and students of the plan at the beginning of the school year and, upon implementation, at least two hours notice prior to the normal school start time that students are to follow the E-Learning day plan.
- Access to teachers via telephone and online during normal school hours.

### Southland Public Schools Faculty:

In the event of an E-Learning day, Southland faculty will:

- Have an E-Learning assignment posted on the designated location by 10:00 a.m.
- Have a plan to take attendance for each class. Some ways attendance could be verified include:
  - A. Email exchange/test exchange/phone call with teacher.
  - B. Parent verifies attendance; a documentation process is developed and retained by the school as part of the student’s attendance record.

- C. Activity in classes (pages accessed, discussion participation, formative assessments completed).
  - D. Work submitted during the E-Learning day or within the allowed time frame.
- Be available for communication online and/or by telephone between 10:00 a.m. and 3:00 p.m. Teachers will return messages as soon as possible.
  - Allow students up to 5 school days to make-up work administered on an E-Learning day.

Examples of highly-qualified E-Learning include:

- A. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
- B. Leverage digital tools students are using as part of their regular instruction (i.e. Schoology, Google Docs, apps).
- C. Include formative assessment and feedback.
- D. Provide opportunities for peer interaction.
- E. Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
- F. Include the option for the class to meet synchronously via video chat like Google Hangouts, Skype, or FaceTime.