



# Moose Lake Community School e-learning Plan

## **Flexible e-learning Days**

In the event of a school closure due to inclement weather, learning expectations for all students continue through an e-learning day. This day refers to a school day where, instead of coming to a school, teachers and students communicate online or set up prior learning expectations, and students continue their learning from home. On an e-learning day, teachers will share assignments and hold office hours in which they are available to provide learning support to students. An e-learning day serves as student contact day. The e-learning day plan is built upon the best practices of work already occurring in school districts across Minnesota, while adhering to Minnesota Statutes.

## **MN State Statute 120A.41 Background Information**

The Minnesota Department of Education (MDE) e-learning days statute outlines how Minnesota school districts can implement these instructional days. According to the statute:

- Definition: 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.
- Each student's teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.
- Notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.
- Notify parents and students of the e-learning day plan at the beginning of the school year.
- Accommodations for students without sufficient access to the Internet, hardware or software in their homes. (School administration, teachers, and other staff continually work with families to ensure equitable access to online learning resources including distributing "hot spots" or alternative resources if possible.)

## **How will a Flexible e-learning Day be communicated out to parents and students?**

School districts must annually notify families and students of the e-learning day plan at the beginning of the school year. In the event the school building needs to be closed and an e-learning day is held, parents/guardians will receive an automated phone call via our instant alert prior to 6:30 a.m. on the first day that school will be closed. Students should not report to school but should engage in flexible e-learning activities as assigned.

## **How will teachers communicate e-learning instructions and expectations?**

Teachers will inform their students at the beginning of the year of the expectations for students when an e-learning day is called. For classrooms not utilizing Google Classroom, a communication will go out to parents by 9:30 am in accordance with the plan shared with families at the beginning of the year. For those classrooms utilizing online delivery of instruction, teachers will communicate e-learning expectations to students by 9:30am. These instructions will be communicated through email and/or Google Classroom or Schoology as applicable by grade-level. These will include accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student's Individual Education Plan (IEP)/504 plans. Teachers will communicate general e-learning expectations to families at the beginning of the school year. All licensed staff will participate in professional development regarding the e-learning days plan in order to maximize student learning.

## **When will teachers be available?**

Teachers will communicate with parents/guardians regarding how students can get help (or ask questions) about their e-learning day assignments. Teachers will be available to students during their regular school hours with the exception of their regularly scheduled prep time and lunch. Teachers can opt to deliver e-learning instruction from off-campus or their classroom. Specialists and case managers will also be available via phone, email, or online for support. All licensed staff are required to work on an e-learning day or take personal or sick leave as appropriate, subject to supervisor approval.

**What are students expected to do in order to participate in a Flexible e-learning Day?**

Students are expected to spend 2-3 hours of active learning and to complete assignments within one week of the e-learning day. This allows for those who need modifications or adjustments due to individual circumstances the ability to complete requirements.

**Is attendance taken for an e-learning Day?**

Yes.

- K- 6 Attendance - students will be marked present by completing the assigned learning options.
- 7-12 Attendance - students will be marked present by completing the assigned learning options. Attendance must be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an on-campus class.

**Can families choose to opt out of e-learning days?**

Students whose family chooses not to participate in the e-learning day are reported as absent. Absence reasons that fall under current policy as excused will be marked as excused (Policy 503 Student Attendance). All other absences will be considered unexcused unless the student completes the e-learning assignments within one week. If there are extenuating circumstances, the principal may review the absence.

**How will students be expected to “make-up” their learning if not in attendance?**

Students will be responsible for completing the required work on their own as they would in any situation in which they may have been absent from school. Students will have one week to complete e-learning assignments.

**What happens if parents/guardians do not read or speak English?**

Teachers will be able to communicate with parents/guardians who do not speak English using an over the phone interpretation language line.

**What if the Governor cancels schools across MN on an e-learning Day?**

If the Governor cancels school statewide for weather related emergencies, there will not be an e-learning day, and teaching staff will not report to work.

**Is technology required for e-learning days?**

In grades 4-12, teachers will be posting student assignments and expectations on either Schoology or Google Classroom. However, if a family has indicated they do not have access to the internet from their residence, accommodations will be made in order for students to submit the required assignments and meet the expectations. Students have one week to complete their e-learning Day assignments.

**What are the expectations for Preschool?**

Preschoolers' families will be given guidelines at the beginning of the year about learning activities on an e-learning day.

**How will the e-learning day affect activities?**

In general, when school is closed, all activities are canceled.

**How should e-learning days be reported in Minnesota Automated Reporting Student System (MARSS)?**

e-learning days are reported as regular instructional days on the MARSS A School File. Students enrolled on an e-learning day would 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.

**What about my child's IEP or 504 plan?**

Children with accommodations or services under an Individual Education Plan or 504 plan are entitled to these services during an e-learning day. Case managers will address this at a child's annual IEP or 504 planning meeting. If you have questions about this, please contact your child's case manager or the building principal.

**Will all emergency closure days be e-learning days?**

In accordance with current labor agreements, the first two days that school is cancelled, whether due to snow/emergency/state tournament, will not result in e-learning days. E-learning days will only be considered for any snow/emergency/state tournament days on the third cancelled school day and beyond. Any instant alerts that go out to families regarding emergency cancellations will explicitly communicate whether or not the day will be an e-learning day.