

PARENT BULLETIN REGARDING

E-Learning Days

Please read the following information carefully, as it outlines routines and expectations for E-Learning days when school buildings have been closed. All of us are concerned with the education of your children; following these procedures will enable us to help them learn and continue to provide education when school buildings have been closed. Although this bulletin is primarily concerned with inclement weather, these same procedures would be applicable to other emergency situations. More information can be found on our website.

What is an E-Learning day? Simply put, an E-Learning day is a school day where students, teachers, and staff are working off-site. It is a school day, meaning the expectation is that teaching and learning are taking place. Students do have more responsibility to perform academic activities independently, but our staff is available to assist and guide them.

Who makes the decision to hold an E-Learning day? The Superintendent makes the decision to use an E-Learning day.

When is the decision made to use an E-Learning day? After the 3rd school day cancellation due to weather, we move into E-Learning days for the next 5 cancellation days. So snow days number 4-5-6-7-8 will all be E-Learning days.

How will I know if school is holding an E-Learning day? We will use a variety of direct district communication to share the announcement in a timely manner. Specifically we will use:

- Text messages, voicemails, and emails through JMC. *Please be sure to login to your JMC account to make sure your information is up to date and accurate.*
- PEM District Facebook page
- PEM District Twitter account
- PEM Website
- KTTC, KROC 106.9, Y-105, Quick Country 96.5, Z-Rock 107.7, 103.9 The DOC

What should I do to prepare for E-Learning days?

- **Expect your student to attend online and engage in school during an E-Learning day.** Let them know it is not a day off. Minnesota State Statute requires that learning must be aligned with current instruction within the classroom and should be a continuation or extension of classroom work.
- **Have a plan ready.** Provide online access or let the school know prior if you do not have access.
 - Think about what device will be used— school issued iPad or a device at home?
 - Set expectations for getting work done before lunch, by the end of the day, etc.

- Be clear about focusing on school without distractions.
- Check in with teachers to see if there is any previous missing work that can be completed during the E-Learning day. This is a great opportunity!
- **How much time should we expect for each class?** There may be some review, introductory, or supporting material/activity or reading that accompanies the work activity for the class. In addition to this, expect about 20 minutes of work for each class. Teachers will use a blend of teaching strategies and technology to support the continuation of learning.
- **Please make sure your child does some physical activity during the day.** The mind works better when the body is active so get up and get moving.

What if we don't have online access? Let your school know beforehand and we will find alternative options to make sure your child can participate in another manner. Over 90% of our students report having internet access at home, but we want to be sure all students can learn.

How do I know what my student is supposed to do during an E-Learning day? Each building will have instructions for students on E-Learning days based on the age of the students. PK-4 will be using packets that are sent home ahead of time. 5-12th grade will have information posted in Schoology within the E-Learning folder.

When will teachers have the E-Learning plan for the day posted? Teachers will post the plan for the day by 8:30 am.

How do we get hold of teachers if we have questions? All teachers will be available via phone or online during normal school hours. Contact information will be posted in Schoology and sent via Gmail to parents.

Will attendance be taken during E-Learning days?

Prek-4th grade all students will be considered present

5-6th grade students will check-in with their classroom teacher through Schoology. Specific instructions will be provided in the E-Learning folder.

7-12th grade students will check-in with their advisor through Schoology or Gmail. Specific instructions will be provided in the E-Learning folder.

Is there work due on an E-Learning day? Students are expected to be engaged on an E-Learning day so they should complete all work for the day. If they are unable to complete the work, they will have time to turn in work at a later date according to the student handbook.

If your student has questions or concerns about E-Learning contact your student's classroom teacher or advisor.

What about after school activities on an E-Learning day? All after school activities are CANCELED. This includes Community Education Classes, student groups, fine arts, and athletic practices, events, and performances.