

2018-2019
Cedar Mountain's Program Plan for e-Learning Days
(Minnesota Statutes, Section 120A.414)

The following plan is subject to revision for measuring attendance and adaptation for lack of internet or other unforeseen circumstances with state law.

PLAN:

The first 5 days of school missed due to inclement weather will be made up as stated in the adopted school calendar. Up to (5) five additional missed school days due to inclement weather will be made up as e-Learning days if the postponement is determined before 6:00 AM the day of the postponement.

If the postponement is determined after 6:00 AM the morning of, a staff development day or student contact day may be added to the school year.

After five (5) e-Learning days are scheduled, additional school days missed due to inclement weather, will be made up throughout the school year as determined by the school board.

ATTENDANCE:

Attendance must be taken by the teacher and records of attendance must be kept for each class/class period. If a student does not complete the e-Learning task(s) before the class period after three (3) school days, that student will be counted absent. "Students who do not participate in planned activities are considered absent for those class(es) 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)

"Attendance could be verified by:

- a. Logging in to class page(s) on the district's/school's learning management system (LMS).
- 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 the Infinite Campus student management system by 3:45 p.m. three (3) school days 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.

e-LEARNING TASKS:

We want to ensure our students have high-quality e-learning opportunities.

"High quality e-Learning experiences:

- 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.” (Plaman, Minnesota Department of Education 20 July 2017)

PreSchool/ECSE: No e-Learning days for preschool or ECSE, these days will be rescheduled into the existing calendar.

Elementary Teachers: Students will engage in activities as outlined on their e-day packets sent home by teachers.

Special Education: Students in pull-out classes will complete e-Learning tasks specific to their IEP.

SLP: Paperwork/Documentation. Task report will be completed and presented to the superintendent.

6-12 Teachers: Students will utilize Schoology, Google Docs and Apps to complete e-Learning tasks. Students will submit evidence of completing e-Learning tasks. Directions and tasks will also be given for students who do not have internet access at home.

School Nurse: Paperwork/Documentation. Task report will be completed and presented to the superintendent. Option 2 is to take leave without pay for the day.

Paraprofessionals: Paraprofessionals will have the opportunity to make up this workday through the School Age Child Care Program and/or on the Year End Workshop Days. Paraprofessionals wishing to utilize this option must notify their building principal within 2 days of the e-Learning experience. This day would include aiding in the cleaning of classrooms, preparing rooms for summer cleaning, or other tasks as assigned. Option 2 is to take leave without pay for the day.

Kitchen Staff: This day will be made up after the last day of school to complete inventory and summer cleaning of the kitchen. Additional time may be made up as part of the summer meals program

Accommodations for students without sufficient access to the Internet, hardware, or software in their homes. Students who do not have sufficient access to the internet will have an alternative method to use to complete the e-Learning task (i.e., physical textbook at home). Teacher will work towards accommodations in unforeseen circumstances with students such as timing of closure of school in conjunction to a holiday in order to submit tasks.

Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student's Individualized Education Program (IEP)/504 plans.

Students will complete e-Learning tasks specific to their IEP.

Access to teachers via telephone and online during normal school hours.

Teachers will be available via telephone at 507-249-5990, option 0) and online during normal school hours (8:20a.m.-3:20 p.m.). Students needing to contact their teacher are to call the school office and leave a return phone number. Teachers will promptly contact students.

Email contacts for teachers are listed on the district web site.