

2021-2022
Cedar Mountain's Program Plan for e-Learning Days
(Minnesota Statutes, Section 120A.414)
Updated 7/28/21

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

PLAN:

Up to five missed school days due to inclement weather will be made up as e-Learning days if the postponement is determined before 7:00 AM on the day of the postponement.

If the postponement is determined after 7:00 AM, 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:

Elementary:

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 two (2) 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. two (2) school days following the e-Learning day.

Students unable to participate in the e-Learning day must contact the school office to verify attendance and make arrangements for missing work.

Middle/High School

Students will be required to log into each class (8 period day) at the start of each hour. Login requires students to be in the teacher shared Google Meet at the beginning of the hour. 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), 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)

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.

Students unable to participate in the e-Learning day must contact the school office to verify attendance and make arrangements for missing work.

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)

ECSE: ECSE students will be given e-Learning instruction/information as decided by the ECSE teacher.

PreSchool: No e-Learning days for preschool ; these days may be rescheduled into the existing calendar.

Elementary Teachers: Teachers will provide a morning message and a reading and math lesson for the day. Students will be able to watch videos either recorded or live with the teacher providing instruction.

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 be required to log into each class (8 period day) at the start of each hour. Teachers will post a Google Meet for each class and provide instruction synchronously.

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 who are working directly with a student or involved in synchronous learning will be expected to do so. Staff who are not assigned to direct student contact activities for that day will not report to work. Staff will have the opportunity to make up days/time lost on the days immediately following the last day of school. These days will be spent assisting custodial staff with summer cleaning. 2021-2022 make-up days are June 3, 6,7,8 and 9. Staff choosing to make up days must notify the district office by 4:00pm on the day e-Learning took place. Option 2 is to take an unpaid day or use personal leave.

Kitchen Staff: Staff will have the opportunity to make up days/time lost on the days immediately following the last day of school. These days will be spent assisting custodial staff with summer cleaning. 2021-2022 make-up days are June 3, 6,7,8 and 9. Staff choosing to make up days must notify

the district office by 4:00pm on the day e-Learning took place. Option 2 is to take an unpaid day or use personal leave.

Office Staff: Office staff will receive e-Learning day instruction from the building principal.

Attendance Secretary: Attendance secretary will make contact with families of students who are marked absent.

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). Teachers 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 the school hours of 8:20 a.m.-3:20 p.m. Students needing to contact their teacher are to call the district office and leave a return phone number. Teachers will promptly contact students.

Email contacts for teachers are listed on the district website.