Why e-Learning Days?
When we have weather-related school cancellations, instructional time is lost and the momentum in classrooms is slowed. State testing dates are set prior to the start of the school year, and make-up days in June after the completion of these tests can prove to be out of sync with the instructional process. While e-Learning days cannot replace the face-to-face time, students have with their teachers, they can provide better continuity when school is interrupted.

Requirements
MN State Statute 120A.414 allows Districts the ability to implement e-Learning days, providing certain criteria are met. These days are intended to offer full access to online instruction provided by students’ individual teachers and can be counted as full days of instruction when reported to the Minnesota Department of Education. Learning activities are aligned to the work taking place in the classroom and should be a continuation or extension of what the class is currently working on. Requirements of e-Learning days include:

- Due to inclement weather
- Up to five days in one school year
- Consult with teacher representatives to develop a District plan that is approved by the BOE
- Accommodate for internet connection
- Accessible digital instruction for SPED/504
- Notify parents and students at beginning of school year; 2-hour notice prior to normal school start time that students are to follow e-Learning day plan
- Access to teachers via telephone and online during normal school hours

Important Parameters for the 2019-2020 Pilot Year
In the event of a school cancellation due to inclement weather, families will receive an automated phone call, text message, and e-mail from Marshall Public Schools. Messages will also be posted on the District website, social media, and will appear on local media outlets. E-Learning days will be announced at the same time as the school cancellation announcement. At the completion of each e-Learning Day, school administration will assess the day and determine adjustments for additional e-Learning Days.
For the 2019-2020 school year, if one school day is cancelled prior to February 17, the instructional day will be made up on February 17. If a second school day is cancelled due to inclement weather, an e-Learning Day will be called. The e-Learning Day committee will meet following the e-Learning Day to review processes and procedures and determine the District’s plan for any subsequent days where school is cancelled due to inclement weather (make-up time or use e-Learning Days).

A number of other districts in Minnesota are using similar activities for e-Learning Days. We have looked at what others are doing as we developed our plan and have reviewed how we believe we can best meet our students’ needs while complying with state laws as we set our e-Learning Days expectations. While we have worked to develop a strong plan, we recognize this will be an opportunity for us to continuously improve and modify our plans as needed.

**Staff Availability**

Teachers, administrators, and other licensed staff will be available by e-mail, phone, and through the grade-appropriate digital learning space ( Schoology, SeeSaw, Bloomz, Teams) from 10:00 a.m. – 11:30 a.m. and from 12:30 p.m. until 3:00 p.m. Staff may work from home or be on campus on these days.

Staff who are unavailable to provide instruction on an e-Learning Day will need to use a leave day for that day. If a staff member is unavailable for an e-Learning Day, they will add an “out of office” notice on their e-mail and/or voicemail to let students and families know.

**Student Work**

Student work on e-Learning Days will follow the guidelines in the table below. Student work must be submitted by the end of the third school day after a school cancellation to allow students who do not have Internet access at home an opportunity to complete the work.

**Student Attendance**

Submitted work will be used to track attendance on e-Learning days. Teachers will work with their building attendance secretary to indicate absent students in Campus. Students who submit any work assigned within three days of the e-Learning Day will be marked present for the day. Absences on an e-Learning Day will be considered excused.

<table>
<thead>
<tr>
<th>School Site</th>
<th>Student Work Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood – Little Cubs</td>
<td>Students will receive an e-Learning Days activity matrix. This could be sent home from</td>
</tr>
<tr>
<td></td>
<td>the teacher on paper, via Bloomz, or e-mailed. Students complete a portion of the activities</td>
</tr>
<tr>
<td>Park Side</td>
<td>as directed, record them on the activity matrix, and send back to school with a parent/</td>
</tr>
<tr>
<td></td>
<td>caregiver</td>
</tr>
</tbody>
</table>
signature. The goal is to provide meaningful activities that reinforce academic and social/emotional skills.

<table>
<thead>
<tr>
<th>VPK Kindergarten 1st Grade 2nd Grade</th>
</tr>
</thead>
</table>

Students will receive an e-Learning Days activity matrix. This could be sent home on paper, via Bloomz, or e-mailed. Students may also complete work on Microsoft Teams. Links to online resources are shared via the homeroom teacher’s Symbaloo page.

<table>
<thead>
<tr>
<th>3rd Grade 4th Grade</th>
</tr>
</thead>
</table>

Marshall Middle, High School, and MATEC staff will post the day’s activities on Schoology or contact students no later than 10:00 a.m. Activities for each class are intended to take approximately 20 minutes. Some students may need more time, some less, for each activity. The goal is to provide meaningful activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. Activities may include flipped classrooms or virtual class sessions. Students will submit the e-Learning Day activities based on the teacher’s instructions.

e-Learning Day Preparedness Checklists

Prior to implementing an e-Learning Day, staff will annually review requirements and expectations of these days. PLC time may be used at each grade level/content area to prepare and teachers will ensure activities and resources shared with students on e-Learning Days have been used in face-to-face classroom instruction, so the e-Learning lessons are familiar to students. Checklists will be provided to ensure readiness for e-Learning for teachers, students, and parents.

Plan for Non-Certified Staff on e-Learning Days

Non-Certified Staff Notice of Assignment will state “Up to” a certain number of days or total hours taking into account the E-Learning (Snow) days will not be made up. Also included in the Non-Certified Notice of Assignment it will state “Marshall Public Schools reserves the
right to make modifications or adjustments to this assignment, work hours and days at any time during the school year.”

**Students with IEPs and/or 504 Plans**

The information below is provided as general guidance when planning for students with disabilities. Individual planning teams will determine specific plans based on unique student needs. The IEP or 504 team will need to discuss how the individual student accesses technology and how the student will access the curriculum on e-Learning Days. The services to be provided to the student, including a description of how the student will access the technology and curriculum, should be included in the service narrative of IEPs as appropriate. Related services that fall on e-Learning days should also be considered. The following language may be a guide for documenting in the IEP the e-Learning program and the specific modification that will be applied:

<table>
<thead>
<tr>
<th>Include list of specific IEP accommodations, modifications, assistive technology, etc. . . to be considered by IEP team.</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Marshall High School)</em> may utilize virtual learning opportunities when making up cancelled school days. <em>In these instances, work will be modified to meet IEP goals. Instruction will be provided to ___ through ____ (online materials, paper and pencil assignments, projects, extended time...).</em></td>
</tr>
</tbody>
</table>

Special Education case managers will add an IEP agenda item to discuss e-Learning Days at each meeting.

The 504 Coordinator at each site will add agenda item to discuss e-Learning Days when planning annual 504 plan

**Resources**

Teachers will consider available online and e-resources currently used in classrooms when assigning work and assignments for e-Learning Days. Any resource used for e-Learning activities will be used or practiced prior to being assigned on an e-Learning Day.