e-Learning Day Plan
Marshall Public Schools

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 2021-2022 School Year

The recent global pandemic taught us a lot about what instruction can look like when we're not able to attend school face-to-face. While we offered more robust Distance Learning options during the pandemic, e-Learning days are a bit different.

There are times when we anticipate approaching inclement weather that could require a change in the school schedule. In those instances, we're able to prepare for an e-Learning

day, ensuring students have devices, materials, and resources ready to go. Minnesota winters also bring unexpected storms at times, and sometimes we have weather that lasts longer than expected. In such cases, we may encounter days that e-Learning simply is not feasible.

For the 2021-2022 school year, the district will use discretion in determining if an inclement weather day will be an e-Learning Day or a non-instructional day and made up at a later date. The school calendar indicates February 21 and April 14 as non-instructional days that could be reassigned as instructional days as needed; those days will be considered in determining e-Learning days. As the state statute allow up to 5 e-Learning days, any days beyond that would be made up on one of the identified "make-up" days or added to the end of the school 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.

As we plan for e-Learning days, the instructional models will not necessarily look like e-Learning did in the past; our teachers will prepare e-Learning lessons that we believe can best meet our students' individual and classroom needs while complying with state laws. 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, 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 no later than 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

Attendance will be recorded on e-Learning days. Teachers will follow their site attendance policies and work with their building attendance secretary to indicate absent students in Campus. Absences on an e-Learning Day will be considered excused.

School Site	Student Work Guidelines
PK-4 Early Childhood Little Cubs Park Side Southview	Students will receive an e-Learning Days activity matrix that is aligned to classroom standards/instruction. Students complete a portion of the activities as directed and send back to school with a parent/caregiver signature. The goal is to provide meaningful activities that reinforce current academic and social/emotional skills. The classroom teacher will be available from 10:00-11:30 and 12:30-2:30.
Middle School High School MATEC	Marshall Middle, Marshall High School, and MATEC staff will run a 2-hour late start schedule with class periods occurring according to the 2-hour late start schedule. Microsoft Teams meetings will occur at the beginning of each class period for the purpose of student attendance taking, teacher instruction, for the day and explanation of learning activities. Each teacher will determine the amount of time for students to remain in the virtual meeting or allow for independent work time. Teachers will use the class meeting time to provide students with instruction, directions, and expectations for the day. When a teacher allows students to work independently during the class time, the teacher should remain in the meeting to answer student questions and be available for support. Teachers may utilize Microsoft Teams, Schoology, or other resources to aid students in their learning on these days. 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 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." Non-certified staff will work with their immediate supervisor and building administrator to determine work assignment. Non-certified staff could use the appropriate leave day, depending on the reason for their absence on e-Learning Days.

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:

> Include list of specific IEP accommodations, modifications, assistive technology, etc. . . to be considered by IEP team.
>
> *(Marshall High School) may utilize virtual learning opportunities when making up cancelled school days. 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...).*
>
> 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.