

## E-Learning Policy

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**Board Amended**

**Policy Number:** 519

### 1. PURPOSE

#### **What is e-Learning?**

E-Learning, or electronic learning, is the delivery of teaching and learning through digital resources utilizing electronic devices such as computers, tablets, and even cellular phones that are connected to the internet.

#### **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 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.

### 2. GENERAL STATEMENT OF POLICY

#### **Requirements**

MN State Statute 120A.414 allows districts the ability to implement e-Learning days, provided certain criteria are met. These days are intended to offer access to courses in a digital format provided by students' individual teachers which 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 School Board
- Accommodate for internet connection
- Accessible digital instruction for SPED/504
- Notify parents and students at the beginning of the school year. The school will give a 2-hour notice (when possible) prior to normal school start time that students are to follow e-Learning day plan
- Access to teachers during normal school hours

#### **Important Parameters for the 2021-2022 Pilot Year**

In the event of a school cancellation due to inclement weather, families will receive an automated phone call, text message, and/or e-mail from Spectrum. Messages will also be posted on the district website, social media, and 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.

A number of other districts in Minnesota are using similar activities for e-Learning Days. Spectrum has looked at what other districts are doing as we've 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 eLearning 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.

### **Digital Accessibility**

Students who have at least one on-campus class are issued a Chromebook at the beginning of the year and should plan on utilizing this on eLearning days. Students will login to their Chromebooks after 10:00am to check email and Schoology for instructions and schoolwork.

Spectrum families are responsible to provide home Internet when possible. If home Internet is not available or insufficient, families should reach out to the Spectrum Helpdesk to request a HotSpot. The hotspots remain the property of Spectrum and must be returned at the end of the school year.

### **Staff Availability**

Teachers, administrators, and other licensed staff will be available by email and/or through Schoology from 10:00 a.m. – 11:30 a.m. and from 12:30 p.m. until 2:40 p.m. Staff who are able to work from home, may work from home or choose to be on campus on these days (as approved by their supervisor). Teachers who are unavailable for an e-Learning Day will add an “Out of office” notice on their email and/or voicemail to let students and families know and will need to use flex time for that day. If it is a planned absence, the course would already be set up to run asynchronously on Schoology.

### **Student Assignments**

Student assignments on e-Learning Days should be submitted when due. Late work will follow the school's late work policy found in the current Student Handbook.

### **Student Attendance**

Each teacher will have a Schoology quiz set up for each student to complete indicating their attendance for that course/period. Parents/guardians should contact the office if their student is not going to be in attendance.

### **Student Work Expectations**

Spectrum staff will post the day's activities on Schoology no later than 10:00 a.m. - to be completed asynchronously. Activities for each class are intended to be meaningful and engaging typically taking less than 45 minutes to complete. 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. 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. Professional Learning Community time may be used at each grade level/content area to

prepare and teachers will consider available online and e-resources currently used in classrooms when assigning work and assignments for e-Learning Days. For example, any resource used for e-Learning activities will be used or practiced prior to being assigned on an e-Learning Day. Checklists will be provided to ensure readiness for e-Learning for teachers, students, and parents.

### **Plan for Hourly Employees on e-Learning Days**

Hourly employees Employment Agreements will state “Up to” a certain number of days or total hours taking into account the e-Learning days will not be made up. The Employment Agreement will also state that Spectrum reserves the right to make modifications or adjustments to this assignment, work hours, and work days at any time during the school year.

If employees are able to work from home and are approved by their supervisor to do so, they may do so on e-Learning days.

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

Students with IEPs and/or 504 Plans will access their course content via Schoology. As stated in the LRE on student IEP’s, service minutes on e-Learning days will not be made up. Students will have access to their case managers on e-Learning days.

On e-Learning days, special education only classes will be provided with class material through Schoology as is with all other courses.