Definitions:

Virtual School Days: In the event that EPS has a school cancellation due to severe weather or emergency, grades 6 to 12 will utilize an E learning day. Grades PK to 5 will utilize a Virtual Day.

Definitions

- **E-learning Day** will be counted as a student contact day by meeting all requirements found in MN Statute 120A.414 allowing schools to use up to five virtual learning days in the event of weather emergency
- **Virtual Day** Does not fully meet the statute requirements and will not be counted as a student day to MDE, but will count as a teacher contracted day.

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 (5) five e-learning days that are missed due to inclement weather will be made up as e-Learning/Virtual Learning Days if the postponement is determined by 6:20am. All school closures that are determined after 6:20am will be made by the discretion of ISD 581 school board. No more than 2 consecutive e-learning day will be used in a row.

In the event that five (5) e-Learning days are scheduled, additional school days missed due to inclement weather, will be made up 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. "student who do not participate in planned activities are considered absent for those class(es) and should be reported as absent 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) If a student does not complete the e-learning task(s) or has limited access to the internet the student will be given material by instructors that must be completed before the class period begins 2 days following the declared e-learning day.

"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-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 JMC, student management system, before the start of the 3rd school day 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 classroom, Google Docs, apps).
> c. Include formative assessment and feedback.
>
> e. Provide opportunities for peer interaction.
>
> f. Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
> g. Include the option for the class to meet synchronously via video chat like Google Hangouts, Skype, Facetime, etc ." (Plaman, Minnesota Department of Education 20 July 2017)

PreK-5: Students will engage in activities as outlined on their Virtual Day packets sent home by teachers.

Special Education: Students in pull-out classes will complete e-Learning tasks specific to their IEP in grades 6-12. Grades Pre-k -5 will have materials sent in their Virtual Day Packet.

ELL: Students in pull-out classes will complete e-Learning tasks specific to their language skills in grades 6-12. Grades Pre-k -5 will have materials sent in their Virtual Day Packet. The Transltor/Interpetor will be available between 9:30 am and 3:30 pm and coordinate with the ELL instructor.

6-12 Teachers: Students will utilize Schoology, Google Docs, teacher websites 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 reschedule day Option 3 take leave without pay for the day.

School Social Worker/Counselor: School Social worker and Counselor will exchange the E-learning day for a Day of service to the district for summer responsibilities, such as sending transcripts, making home visits, School supply program, student scheduling etc

Paraprofessionals: Paraprofessionals will have the opportunity to make up this workday on the Year End Workshop Day. Paraprofessionals wishing to utilize this option must notify the superintendent by email on the day of the-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 personal leave or leave without pay for the day.

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 and online between the hrs. of (9:30 a.m.-3:30 p.m.). All assignments and e-learning activities will be posted no later than 9:30am. Students needing to contact their teacher are to call the teachers direct telephone extension and leave a return phone number. Teachers will check their voicemail and email every ½ hr. between 9:30 am and 3:30 pm and will reply by email or phone within a ½ an hr. of receiving the message.

Teachers' phone extensions are to be posted on the teacher's web page, Schoology, or home packet so that they may be contacted on an e-learning day.