

Flexible (E-Learning) Plan

Purpose:

To minimize disruptions to academic progress and provide a reasonable plan to utilize technology and blended learning opportunities, Rollingstone Community School will implement Flexible (E-Learning) Learning Days for up to five emergency closures.

Implementation:

Rollingstone Community School students will engage in activities as outlined in their E-Learning Day packets sent home by teachers. Packets will be stored in students' backpacks and updated to maintain relevant instructional materials.

E-Learning Tasks:

We want to ensure our students have high quality E-Learning opportunities.

High quality E-Learning experiences:

- 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.
- Leverage digital tools students are using as part of their regular instruction (i.e., Google Classroom, Google Drive, and other online applications).
- Include formative assessment and feedback.
- Provide opportunities for peer interaction.
- Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
- Include the option for the class to meet synchronously via video chat like Google Hangouts, Skype, Facetime, or ZOOM. (Plaman, Minnesota Department of Education 20 July 2017)

The following steps and procedures will occur on a Flexible Learning Day:

- Teachers will provide a timely course plan, posting work for the day in Google Classroom by 10:00am (if applicable).
- Teachers will design Flexible Learning Day assignments with realistic expectations, timelines, and considerations regarding students' workload.
- Teachers will be available via email and phone during the Flexible Learning Day from 9:00am-2:15pm.
- Students are encouraged to complete all work on the Flexible Learning Day if possible. However, all student work will not be due to the classroom teacher until five school days after the Flexible Learning Day.

Attendance:

The teacher must take attendance and records of attendance must be kept for each class/class period. If a student does not complete the E-Learning task(s) by the end of the fifth day, 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:

- Email exchange/text exchange/phone call with teacher.
- Parent verifies attendance; a documentation process is developed and retained by the school as part of the student’s attendance record.
- Activity in classes (pages accessed, discussion participation, formative assessments completed).
- 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 notify the office of student absences (missing/incomplete work from the E-Learning Day) after the fifth day following the E-Learning event.

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.

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, additional time to complete the task). 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 his or her IEP.

Access to teachers via telephone and online during normal school hours.

Teachers will be available by email during the hours of 9:00am to 2:15pm. If a phone call is requested, please contact the school office at 507-410-2171 or connect with your child’s teacher by email.