



## **E-Learning Day Plan**

Mora Public Schools

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### ***What is an e-learning day?***

- Refers to an instructional school day that takes place when students are physically not at the school.
- Instruction and communication happens online for some students while others may have assignments and resources sent home with them.
- Teachers are available to provide assistance to students and parents via email and/or phone.
- Up to 5 e-learning days may be used for weather related school cancellations.

### ***What are the goals of e-learning days?***

- Provide flexible delivery of instruction to minimize the disruption to education caused by any unexpected weather related school closings.
- Gives 6th-12th grade students the opportunity to practice the kind of online learning that is increasingly part of college and the workplace.
- Enables students to apply becoming increasingly responsible for their learning.
- Maximize Mora Public Schools investment in 1:1 technology in grades 6-12.

### ***How will the district notify families?***

Families must be notified of the plan at the beginning of the school year and prior to an e-learning day occurring. Some ways this information may be communicated are:

- Elementary and high school handbooks
- District website
- Conferences
- Open House

In addition, there will be an automated message delivered to parents via phone and/or email soon after it is determined that the district will be closed due to inclement weather. The recorded message will state whether or not e-learning will be executed on that day.

### ***How does an e-learning day work?***

- K-5th grade students will have work assigned by their teachers, which will be grade appropriate with instructions and resources sent home.
- 6-12th grade students will have a combination of work assigned for all classes scheduled for that day in either digital or hard copy formats depending on the requirements of each teacher and the status of a student's Internet access.
- Students with special circumstances and needs such as those on IEPs will be addressed by their case managers in conjunction with their homeroom teacher.
- Teachers will be available by email and/or phone for students and families from 9:30AM-3:00PM.
- Due dates for work completed on an e-learning day will be determined by each classroom teacher as the nature of assignments will vary. However, students will have up to 5 calendar days to make up work regardless.

### ***What happens if a family chooses not to participate on an e-learning day?***

A family that chooses to not participate on an e-learning day will have their child marked as an excused absence for that day.

### ***Internet Access***

Parents and students in 6-12th grades **MUST** inform teachers if there is no Internet access or limited Internet access at home so required modifications to assignments can be planned prior to an e-learning day.

### ***Administrators are responsible for:***

- Being available by phone and/or email.
- Actively interacting and supporting teachers and parents as needed.
- Ensuring E-Learning Day Plan is included in student handbooks.
- Sending automated phone and email messages out to families as soon as it is determined an e-learning day will be implemented due to a weather related closure.
- Monitoring teacher attendance and compliance with the E-Learning Day Plan.

### ***Teachers are responsible for:***

- Familiarizing students with their delivery method, type of assignments, and expectations of instruction prior to an e-learning day.
- Collaborating to make sure workload is appropriate and addresses each student's needs. Homeroom, specialists, intervention, special education, and content specific teachers will all contribute to a child's instruction on an e-learning day as appropriate.
- Posting assigned work by 9:30AM for grades 6-12, if it has not already been assigned.
- Ensuring instruction and assignments are meaningful; fall within the current sequence of instruction; be assessed and/or monitored for understanding, and important to students.
- Including elements of instruction to address the requirements of IEPs for special education students and the needs of students with 504 accommodations. This should

be coordinated with case managers, academic support teachers, and certified support staff (Title I, EL, intervention teachers, dean of students, social workers, counselors).

- Being aware of each 6-12th grade student's access to adequate Internet service at home. Any student without Internet access at home will receive an alternative delivery method for instruction such as paper/pen versions of digital content with any hard copy textbooks if necessary for support to complete work. Teachers can also have students download content prior to leaving the day prior to an anticipated e-learning day.
- Filling out a Google survey to mark the beginning of day by 8:00AM, which will go directly to the supervising principal.
- Being available via phone and/or email for student and parent communication from 9:30AM to 3:00PM.
- Submitting an end of the day Google survey after 3:00PM, which will go directly to the supervising principal.

**Parents are responsible for:**

- Verifying student attendance according to the expectations of the teacher(s).
- Seeking clarification from teachers regarding expectations on an e-learning day.
- Informing teachers if there is not adequate Internet at home for students in grades 6th-12th as assignments may require access. Teachers can provide alternatives to digital content as well as other accommodations if necessary.
- Supporting your child at home on an e-learning day. If your child struggles with a concept or assignment and is unable to complete work, please encourage your child to communicate with the teacher, who should then follow up when returning to school.

**Students are responsible for:**

- Completing and submitting work as assigned by teachers.
- Accounting for their attendance according to the requirements of their grade and/or teacher(s).
- Communicating with their teacher about lack of Internet access at home for students in grades 6th-12th.

**Additional information for e-learning:**

- The Mora Public School Board will forgive the first three (3) missed school day of any given school year due to inclement weather for students. Teachers will make up hours for the missed days.
- If there are no unexpected weather related canceled school days, no part of this plan will be executed.