

*Technical Academies of Minnesota*

*Adopted: 12/2020*

*Revised: 8/25/2020*

## **600 E-LEARNING DAYS POLICY**

### **I. PURPOSE**

In the event that we have to cancel school due to inclement weather, Schools may call an 'E-learning day' instead of simply canceling school. This decision will be made clear in the notice sent to all families on that particular day.

### **II. GENERAL STATEMENT OF POLICY**

- A. The 2017 Legislature has amended the Length of School Year; Hours of Instruction (Minn. Stat. § 120A.41) to include the option of a school utilizing E-learning days:
  - 1. Due to inclement weather.
  - 2. Up to five days in one school year.
  - 3. Counted as an instructional day and included as hours of instruction.

### **III. DEFINITION**

- A. So what is an "E-learning Day?" To be counted in attendance for the day, students will need to open their email by 9:00am and correspond with their advisor via email. To log into their email, students should simply visit gmail.com and use their "@dreamta.org" or "@choiceta.org" account. Students may also call or text with their advisor if they have been given the advisor's phone number in advance.
- B. Working with their general education advisor, special education advisor and paraprofessionals, students will make a plan for their work and check in throughout the day. This could include work on an independent project, work that seminar instructors have assigned, general reading, math or whatever else they determine as a team.
- C. As they work, please remember that there are links to HEADRUSH, Google Classroom, and other important resources on our website [www.technicalacademies.org](http://www.technicalacademies.org). Students should check-in throughout the day, and send a follow-up email when they are signing off for the day in order to be counted present for the day.

### **IV. THE PLAN**

- A. Advisors will develop a plan for these days. The plan will include:
  - 1. Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.
  - 2. Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student's Individual Education Plan (IEP)/504 plans.
  - 3. Notification to parents and students of the plan must occur at the beginning of the school year and, upon implementation of an E-learning day, there must be at

least one hours notice prior to the normal school start time that students are to follow the E-learning day plan.

4. Access to advisors and paraprofessionals via telephone and online during normal school hours.

## **V. ATTENDANCE**

- A. Attendance must be taken by the advisor and records of attendance must be kept. Some ways attendance could be verified include:
  1. Logging in to advisory page(s), email or Headrush.
  2. Email exchange/text exchange/phone call with advisor and paraprofessional by 9:00am and again by 2:30pm
  3. Parents may verify attendance; a documentation process is developed and retained by the school as part of the student's attendance record.

## **VI. ACTIVITY IN ADVISORY**

- A. Tasks must be completed during the regular hours of the E-learning day. Students without access cannot be required to make-up the work on another day.
- B. Students may use physical texts or books and may handwrite their work, but those resources would have to be available at home.
- C. Teachers must contact students by telephone or email to conference with students, assess and support their learning.

## **VII. QUALITY E-LEARNING EXPERIENCES**

- A. Leverage digital tools students are using as part of their regular instruction (i.e., Google Classroom, Google Docs, apps).
- B. Include formative assessment and feedback.
- C. Provide opportunities for peer interaction.
- D. Include active engagement with advisors, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
- E. Include the option for the class to meet synchronously via video chat like Google Hangouts, Skype, or FaceTime.

## **VIII. OPTING OUT OF E-LEARNING DAYS**

Students whose family chooses to not participate in the E-learning day are reported as absent. It is up to the student's advisor whether to consider this an excused absence under Minnesota Statutes, section 120A.22, subdivision 12. Parents should contact the main office if they are opting out their student on an E-learning day

## **IX. REPORTING IN MINNESOTA AUTOMATED REPORTING STUDENT SYSTEM**

E-learning days would be reported as regular instructional days on the MARSS A School File. Students enrolled on an E-learning day would generate one day of membership. The length of the school day would be reported as the same length that was originally scheduled had the students attended at the school site.