Cleveland Program Plan for e-Learning Days  
(Minnesota Statutes, Section 120A.414)

PLAN:
Cleveland Public School may use up to five e-Learning Days for inclement weather days as determined by administration. These 5 e-Learning Days will be counted as instructional days and included in hours of instruction. The postponement must be determined before 6:00 AM per state statute.

ATTENDANCE:
Attendance must be taken by the teacher and records of attendance must be kept for each class/class period.

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.

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. Elementary parents may verify attendance by sending in students completed work or having students return to their work the next day of school is in session

d. Activity in classes (pages accessed, discussion participation, formative assessments completed).

e. Work submitted during the e-Learning Day.

f. High School students need to verify their attendance according to A - D above no later than 3:00 p.m.

Teachers will log absences for an e-Learning Day into the Infinite Campus student management system by 3:30.

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 Day TASKS:
We want to ensure our students have high-quality e-Learning opportunities for all their classes.

“High quality e-Learning Day 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. Google Classroom, Google Docs, apps).

c. Include formative assessment and feedback.

d. If possible, provide opportunities for peer interaction

**PreSchool/ECSE:** Students will engage in activities as outlined on their e-Learning Day packets sent home by the teachers.

**Elementary Teachers:** Students will engage in activities as outlined on their e-Learning Day packets sent home by teachers or Google Classroom activities assigned by the teacher.

**Special Education:** Students in pull-out classes will complete e-Learning Day tasks specific to their IEP.

**7-12 Teachers:** Students will utilize Google Classroom, Google Docs and Apps to complete e-Learning Day assignments. Students will submit evidence of completing e-Learning Day assignments. Directions and will also be given for students who do not have internet access at home.

**School Counselor:** Paperwork/Documentation. Tasks reports will be completed and presented to the principal or superintendent.

**School Nurse:** Paperwork/Documentation. Tasks reports will be completed and presented to the principal or superintendent.

**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 Day (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. Students will receive 2 days to make up work for every e-Learning Day missed. If a student does not have internet access a plan should be set up with teacher for phone calls and physical textbooks at home for the student on e-Learning Days.

**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 Day tasks specific to their IEP.

**Access to teachers via telephone and online during normal school hours.** Teachers will be available via telephone and online during these hours (10:00am-12:00pm and 1:00pm - 3:00pm).

**Email contacts for teachers are listed on the district website.**
To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy/plan. Revisions shall be made in consultation with the teachers union, administration,

First Reading: 07/11/19  
Adopted: 07/15/19

School policies/plans are regularly reviewed by the Board of Education. If changes are made to the policies/plans described in the handbook, information will be shared with students and parents in a timely manner. To access the most up-to-date e-Learning Plan, please visit our website at https://www.cleveland.k12.mn.us/.