2022-2023 RAS e-Learning Plan

Revised July, 13 2022

Overview

Robbinsdale Area Schools' e-Learning Plan is written to provide continued, standards-aligned, educational experiences to students on days with inclement weather due to extreme cold. e-Learning Days provide Robbinsdale Area Schools an alternative to extending the school year in the event of such weather events. Our plan is developed in accordance with Minnesota Statute 120A.414 which states the following:

Subdivision 1. **Days.** "e-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to **inclement weather.** A school district or charter school that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as a day of instruction and included in the hours of instruction under section 120A.41.

Subd. 2. **Plan.** A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. A charter school may adopt an e-learning day plan after consulting with its teachers. The plan must include accommodations for students without Internet access at home and for digital device access for families without the technology or an insufficient amount of technology for the number of children in the household. A school's e-learning day plan must provide accessible options for students with disabilities under chapter 125A.

Subd. 3. **Annual notice.** A school district or charter school must notify parents and students of the e-learning day plan at the beginning of the school year.

Subd. 4. **Daily notice.** On an e-learning day declared by the school, a school district or charter school must notify parents and students at least **two hours prior** to the normal school start time that students need to follow the e-learning day plan for that day.

Subd. 5. **Teacher access.** Each student's teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.

District e-Learning Communication Plan

Robbinsdale Area Schools will communicate with families and stakeholders through the following methods:
- Websites, district and school sites, and traditional media
- Social Media:
    - Twitter
    - Instagram
    - Facebook - district and school pages

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- Automated Telephone Message
- Automated Text Notifications
- Email notifications

Birth-3 and Community Site-based Early Childhood Special Education (ECSE) Services

For any families who have home-based or community site-based ECSE services scheduled on a declared e-Learning day, teachers will reach out to families directly via telephone to offer services through a Google Meet or phone conversation.

Attendance:
ECSE service providers will continue to take attendance according to standard procedures.

Early Learning Programs
Included Programs: Preschool, ECFE, and ECSE

Learning Activities:
- Any teacher or specialist who would have a class or student contact time on a declared e-Learning Day is expected to provide learning opportunities for students.
- Instructional activities will be delivered through a virtual platform.
  - Online and offline learning activities will be connected to live instruction and supported by videos and other resources for literacy, math, social-emotional learning, and movement.
  - These activities may be completed within the timeframe of the regularly scheduled class or at a more convenient time for families.
- All students will have an opportunity each class session to join a scheduled live whole class meeting for 15-20 minutes via Google Meet.
  - Meetings will be recorded so students can access them at their convenience or review them afterward. Families may choose to leave cameras off.
- Some students may also participate in an additional small group time for 15-20 minutes, depending on rotation and schedule.
- Virtual classrooms will be revisited regularly during the months of November through April to ensure that the work being completed aligns with the topics of study.
- A limited number of iPads and Hotspots will be made available to families, with priority going to families with no access to any other device.

Communication of Learning Activities:
Teachers will email links to virtual classrooms to all families and post to Seesaw.

Teachers, administrators and other licensed professionals will be available by email or phone (via voicemail) during normal school hours. Staff contact information can be found in the RAS Staff Directory. All communication requests will be responded to in a timely manner during school hours. Preschool Office staff can be reached via email at ec_preschool@rdale.org or by calling 763-504-5330 8 a.m. to 4 p.m.

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All communications via email will contain the teacher's name, grade level and school name to assist families who have multiple children.

Students will be expected to engage in the day's learning activities through a virtual classroom. Completed offline activities may be given to the teacher upon returning to school. Parents/guardians have the option of writing down the completed learning activities in the event printing the activities is not possible.

Attendance:
A student can be considered in attendance by:
- Participating in a google meet with teaching staff
- Connecting via a phone call or email with the student or parent
- Emailing or submitting a completed virtual classroom activity on a given day
- Watching a recorded google meet

Teachers will call home for any student who does not participate in one of the ways listed above. The teacher will record the call in the "Contact Log" in Infinite Campus.
  - Attendance should be completed by 10:15 a.m. for morning classes
  - Attendance should be completed by 1:45 p.m. for afternoon classes
  - Attendance should be completed by 7:30 p.m. for evening classes
- Parents/guardians should call the school office by 10:15 a.m. for morning classes, 1:45 p.m. for afternoon classes, and 7:30 p.m. if they do not have reliable internet access.

Accommodations:
- Families can request a printed copy of the virtual classroom or activities upon returning to school.
- Families can request a description of the activities via phone call.
- All work completed should be returned to the classroom teacher within one week of returning to school.
- All classroom teachers will collaborate with special education case managers or English Learner teachers to make appropriate modifications for students in their classes.

The next class day after e-Learning in preschool classrooms:
- Provide time for students to share, draw or otherwise express what they did on the e-Learning day.

K-5 (Elementary) Plan

Learning Activities: Robbinsdale Area Schools will use current Learning Pathways (Literacy) for students and provide both online and offline options for students (other subjects) to engage in learning on an e-Learning day. Any teacher that would have a class or student contact time on a declared e-Learning day is expected to provide learning opportunities for students.
Communication of Learning Activities:

Learning Pathways will be communicated in the following ways:
- Building grade level teams will post current Learning Pathway activities for the day on SeeSaw (K-3rd) and Schoology (4th & 5th) by 8:30 a.m.
- Learning Pathway activities will be emailed to building administrators to be posted on their social media sites and school webpages.
- Asynchronous instructional videos will be posted for students in grades 4-5 to access by 8:30 a.m.
- Teachers in grades K-3 will email Learning Pathway to all families in addition to posting online.

Teachers, principals and other licensed professionals will be available by email or phone (via voicemail) during normal school hours. Staff contact information can be found in the RAS Staff Directory. All communication requests will be responded to in a timely manner during school hours.

All communications via email will contain the teacher's name, grade level, and school name to assist families who have multiple children.

Students will be expected to complete all activities for all areas that would normally meet that day. Completed activities can be posted to SeeSaw (K-3rd) and Schoology (4th & 5th) or delivered upon returning to school with a signature or note from whoever supervised learning activities in the event that printing the assignment/activity is not possible.

Attendance:
- Parents/guardians can respond to the email from the teacher or respond through SeeSaw (or Schoology, if appropriate) that they received the Learning Pathway activities.
  - The teacher will attempt to call home for any student who does not respond via email. The teacher will record the call in the "Contact Log" in Infinite Campus.
  - Attendance should be completed by 10:15 am.
- Parents/guardians should call the school office if they do not have reliable internet access.
- Adventure Club sites will email appropriate school offices with students who are in attendance.
- All absences will be marked in Infinite Campus as Unexcused. It is the responsibility of the student's parent/guardian to request that absences are excused as stated in RAS Administrative Procedure 503AP.
  - Attendance will be changed from an *unexcused absence* to an *excused absence* within 7 days of the declared e-Learning day by returning the assigned work from the e-Learning day or sending a written note.

Accommodations:
- Families can request a printed copy of the Learning Pathway activities upon returning to school.
- Families can request a description of the Learning Pathway activities via phone call.
- Adventure Club will provide digital access to students in attendance.
- All Learning Pathway activities should be returned to the classroom teacher within one week of returning to school.
- All classroom teachers will collaborate with special education case managers to make appropriate modifications for students in their classes.

The next class day after e-Learning in elementary classrooms:
- Provide time for students to share, draw, write about or otherwise express what they did on the e-Learning day.

6-12 (Secondary) Plan

Learning Activities: Any teacher that would have a class or student contact time on a declared e-Learning Day is expected to provide learning opportunities for students. All secondary classes in Robbinsdale Area Schools will utilize Schoology to post assignment information and lesson resources. This work may include, but is not limited to, online discussions, asynchronous instructional videos, quizzes, web-based and/or print assignments, and readings. This work is also expected to be a continuation of content from the previous day.

Communication of Learning Activities:
Teachers will post an "Update" on Schoology for their classes that includes all directions for the day, tasks to complete, and a clear statement of the day's learning target(s). This information may also be sent home via Schoology, email, or Infinite Campus.

Teachers, principals, and other licensed professionals will be available by email or phone (via voicemail) during normal school hours. Staff contact information can be found in the RAS Staff Directory. All communication requests will be responded to in a timely manner during school hours.

All communications via email will contain the teacher's name, grade level, and school name to assist families who have multiple children.

Attendance:
- To be counted present for an e-Learning Day:
  - A student must "Like" the UPDATE posted by the classroom teacher outlining the work for the day. This acknowledges that they have seen the task(s) to be completed for the day.
  - A parent/guardian may respond to the email from the classroom teacher verifying that they have seen the task(s) to be completed for the day.
  - Teachers will post attendance to Infinite Campus by the end of the school day.
    - 3:25 for high schools
    - 4:05 for middle schools
- Parents/guardians should call the attendance line for the school office if they do not have reliable internet access.
- All absences will be marked in Infinite Campus as Unexcused. It is the responsibility of the student's parent/guardian to request that absences are excused as stated in RAS Administrative Procedure 503AP.
  - Attendance will be changed from an *unexcused absence* to an *excused absence* within 7 days of the declared e-Learning day by returning the assigned work from the e-Learning day or sending a written note.

Accommodations:

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- All classroom teachers will collaborate with special education case managers to make appropriate modifications for students in their classes as needed.
- Self-contained classrooms may adhere to the general education model or they may use the learning pathway model used in elementary classrooms as deemed appropriate by case managers and self-contained classroom teachers.
- Any other service provider that would be working with a student on an e-Learning day must send an assignment or task via email and document this in the "Contact Log" in Infinite Campus

Robbinsdale Academy Programs:
Included Programs: Alternative Placement, Credit Recovery, Edge, and Highview

Robbinsdale Academy classes that do not utilize Schoology will adhere to the following additional guidelines:
- Students and their parent(s)/guardian(s), who are enrolled in any of the Robbinsdale Academy Programs will receive an email from each of their teachers outlining the expectations for the day.
- Students or parent/guardian will need to respond to this email for attendance purposes.

Post-Secondary Enrollment Option (PSEO) Students:
Students who are enrolled in PSEO will be contacted by their enrolled high school principal or designee informing the student that they must contact their PSEO instructors for details of their classes that day.

The next school day after e-Learning in secondary classrooms:
Teachers will have the following available to students:
- Time to work on tasks that were not completed on the e-Learning day
- Time to deepen understanding and engage in richer tasks for those who completed their tasks on the e-Learning day.

These should be done in ways that continue learning for all students in the classroom.

Adult Basic Education (ABE)

Learning Activities: Any teacher that would have a class or student contact time on a declared e-Learning Day is expected to provide learning opportunities for students. All classes provided through ABE will adhere to their state-approved Distance Learning guidelines. This work may include, but is not limited to, online discussions, quizzes, web-based and/or print assignments, and readings. This work is also expected to be a continuation of content from the previous day.

Communication of Learning Activities:
Teachers will communicate expectations with their students via email and telephone calls on declared e-Learning days.

Teachers, ABE Director, and other licensed professionals will be available by email or phone (via voicemail) during normal school hours. Staff contact information can be found in the RAS Staff Directory. All communication requests will be responded to in a timely manner during school hours.

All communications via email will contain the teacher's name and school name to assist students who might also receive emails from their children's teachers.

Attendance:
Student attendance will be counted in accordance with Distance Learning practices that are already approved for use in Adult Basic Education by the State of Minnesota.
Accommodations:
The Distance Learning plan that is already in place for Adult Basic Education programming accounts for necessary accommodations for their students.

Robbinsdale Transition Center Plan (RTC)

Learning Activities: Teachers at Robbinsdale Transition Center (RTC) will collaborate to create a unified document that has all learning activities for students. Any teacher that would have a class or student contact time on a declared e-Learning Day is expected to provide learning opportunities for students. Robbinsdale Area Schools will utilize learning pathways for students that provides both online and offline options for students to engage in learning.

Learning pathways will be revisited monthly during the months of November through April to ensure that the work being completed aligns with the current topics of study.

Communication of Learning Activities:
Learning opportunities will be emailed to building administrators and directly to students and their families.

Teachers, principals and other licensed professionals will be available by email or phone (via voicemail) during normal school hours. Staff contact information can be found in the RAS Staff Directory. All communication requests will be responded to in a timely manner during school hours.

All communications via email will contain the teacher's name and school name to assist families who have multiple children.

Students will be expected to complete ONE option for each course. Completed activities should be returned upon returning to school. Parents/Adult Students have the option of writing down the completed learning activities in the event that printing them is not possible.

Attendance:
- Parents/Adult Students can respond to the email from the teacher that they received the learning activities.
  - The teacher will attempt to call home for any student who does not respond via email. The teacher will record the call in the "Contact Log" in Infinite Campus.
  - Attendance should be completed by 10:15 am.
- Parents/Adult Students should call the school office if they do not have reliable internet access.

- All absences will be marked in Infinite Campus as <u>Unexcused</u>. It is the responsibility of the student's parent/guardian to request that absences are excused as stated in RAS Administrative Procedure [503AP](#).
  - Attendance will be changed from an *unexcused absence* to an *excused absence* within 7 days of the declared e-Learning day by returning the assigned work from the e-Learning day or sending a written note.

<u>Accommodations</u>:
- Families/Adult Students can request a printed copy of the learning activities upon returning to school.
- All learning activities should be returned to the course teacher within three days of returning to school.

Plan monitored and reviewed by:
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