



## Lac qui Parle Valley School District eLearning Day Expectations for Staff

### **Scheduling an eLearning Day**

**From Minnesota Statute: 120A.414 E-LEARNING DAYS.**

#### **Subd. 4. Daily Notice.**

On an eLearning day declared by the school, a school district 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.

If an eLearning day is scheduled, LQPV staff, students and parents will be notified at least two (2) hours prior to the start of the school day--no later than 6:10 am.

*A clarification is in order. According to the 2021-2022 school calendar and discussions between the School Board and Teachers' Association, LQPV will not schedule an eLearning Day on the first two full days school is missed due to inclement weather. The eLearning Day plans will be followed on the third, fourth, fifth, sixth and seventh days missed due to inclement weather.*

### **Teachers' Scheduled Workday**

**From Minnesota Statute: 120A.414 E-LEARNING DAYS.**

#### **Subd. 5.**

Each student's teacher must be accessible both online and by telephone during normal school hours on an eLearning day to assist students and parents. Lac qui Parle Valley teachers will be available from 8:10 to 3:30 and will have their lessons shared via Choice Boards (K-6) or Google Classroom (7-12) by 8:40 a.m.

Teachers will be available online and by telephone during regular school hours (8:10 am-3:30 pm) and are expected to respond to any communication from parents, students, staff or administration within 30 minutes.

### **Posting Assignments/Activities**

Assignments/Activities must be posted by 8:40 am on Choice Boards (K-6) and on Google Classroom for grades 7-12. Teachers of grades K-6 will provide a paper copy of the eLearning "Choice Board" to all students. This document will be updated at least quarterly to reflect relevant learning taking place in class. Online options should be included as often as possible..

### **Posting When a Teacher is Absent**

For any teacher in grades K-12 who has an approved leave (sick, personal, funeral, flex, etc.) families will receive a message that the teacher is absent today and there are no eLearning activities/assignments for this class today. Students will be counted present for these classes.

Pursuant to EA Master Agreement, Article XII, Section 1 and Section 2, first two days of emergency closing will not be made up and if a teacher is on an prior approved leave, the leave request will be revoked. Regarding a “professional leave day” or a “staff development day”, the teacher should consult directly with his/her respective school level principal (or a district administrator) on how to record the day.

For teachers who are part-time teachers, they will be expected to be available for the proportionate part of their day of their FTE. These teachers should post the assignments by and list the time he/she will be available on his/her website where he/she lists the assignments.

For long term subs-they should be working on eLearning days and are responsible for posting and monitoring email, everything the classroom teacher would do.

### **School Nurses/SEAT Member/Lead Teacher(s)**

Staff members are to be available by phone and email from 8:10 am-3:30 pm to communicate and provide service and are expected to respond to any communication from parents, students, staff or administration within 30 minutes.

### **Title I Staff**

Attach appropriate activities on each grade level’s eLearning page. Teachers should be available by phone and email during regular school hours (8:10 am-3:30 pm) and are expected to respond to any communication from parents, students, staff or administration within 30 minutes.

### **Special Education (including Speech & OT)**

Teachers are to be available by phone and email from 8:10 am-3:30 pm to communicate and provide service minutes support and are expected to respond to any communication from parents, students, staff or administration within 30 minutes. Special education teachers who have pullout classes should follow the same procedures as classroom teachers follow.

## **Counselors/Social Worker/Education Staff**

Staff members are to be available by phone and email from 8:10 am-3:30 pm to communicate and provide service and are expected to respond to any communication from parents, students, staff or administration within 30 minutes. These staff should check in with students they would normally meet with via telephone or other electronic means and also perform other tasks they would normally do during the day.

## **Paraprofessionals**

For the 2021-22 School Year the district will comply with Local #70 Contract, Article IX, Section 7. After eLearning Day #3, K-6 Paraprofessionals will receive an email by 9:00 a.m. indicating the training to be completed for the day. The assigned training needs to be completed by 3:15 p.m. for the day to be considered a work day. Paraprofessionals should be available to assist students as needed during their contracted time. If a paraprofessional is absent (sick, personal, funeral, unpaid, etc.) on an eLearning day, the paraprofessional will not be expected to complete the assignment/activities for the day.

A paraprofessional will not be expected to work more hours on an eLearning day than they work on a normal workday. For example, if a paraprofessional is a three hour employee, he/she would only complete three hours of work on the eLearning day as he/she will be paid for his/her normal working hours. If a paraprofessional has an approved leave for part of the day, (i.e., three hours of leave and he/she usually works a six hour day), he/she would be expected to complete three hours of the eLearning day in order to be paid for the three hours beyond the leave. If an eLearning day falls on a day that is not a normally scheduled work day for him/her, he/she will not be expected to participate on the eLearning day.

Paraprofessionals are expected to be available during their regular work hours/day to assist students, are encouraged to reach out to their students via phone or email, and are expected to respond to any communication from administration or other staff within 30 minutes.

Kindergarten through grade 6 paraprofessionals have two options:

- work with your 1:1 student or the students in the classroom where you spend the majority of your time if the teacher has provided you with student email access **OR**
- complete online trainings that will be provided to you by 9:00 am on the eLearning day
- Chromebooks will be provided on an as needed basis.

Grades 7-12 paraprofessionals will work with their assigned students ensuring those students are on task and have the support they need.

## **Assignment/Activities Time Requirements**

The intent of the eLearning day is that the learning continues in spite of a school building being closed. Families and students want to know that the learning activities are valued and not simply busy work.

**The proposed guidelines** for TOTAL amount of work time per grade level are as follows:

- Kindergarten - 45 minutes - 1 hour
- First & Second Grade - 1-2 hours
- Third & Fourth Grade - 2 - 3 hours
- MS & HS - 20-30 minutes per class

## **STUDENT ATTENDANCE**

Student attendance must be taken by the teacher and records of attendance must be kept for each class/class period. Students in grades 7-12 are expected to log in at the start of each scheduled class period, including study hall, to have attendance taken and for guidance from the teacher on the elearning assignment/task for the day (**NOTE:** advisory will not occur on elearning days). Middle School students who do not complete the e-Learning task(s) **before** the class period the next day will be counted absent. Elementary students should complete work (Choice Boards) within two days or they will be counted absent. Teachers will submit attendance by 4:00 pm on the day the work is due.

“Students who do not participate in planned activities are considered absent for those class(es) and should be reported as absent just as if they were not present for an on-campus class.” (Plaman, Minnesota Department of Education March 15, 2018) “Attendance must be taken by the teacher and records of attendance must be kept. Some ways attendance can be verified include:

- 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. Parents may verify attendance; a documentation process is developed and retained by the school as part of the student's attendance record.
- d. Activity in classes (pages accessed, discussion participation, formative assessments completed).
- e. Work submitted during the e-Learning day” (Plaman, Minnesota Department of Education March 15, 2018)

### **Expectations for Cooks, Maintenance Staff and Bus Drivers**

For the 2021-22 School Year the district will comply with Local #70 Contract, Article IX, Section 7. After eLearning Day #3, Cooks will look to the Lead Cook, Camey Maland for specific directions. Hours worked prior to the start of the subsequent school year may be banked and used for eLearning days. If possible, whatever hours are not used will be paid out at the end of the school year. If additional eLearning days are accrued, tasks will be assigned by the Lead Cook to fulfill the eLearning contractual days.

Maintenance staff will work as needed to ensure the district buildings are safe and ready for the return of staff and students. They will look to the District Facility Manager Adam Loy, for specific directions.

Bus Drivers will work with Transportation Director Kristin Pierce, for specific duties on eLearning days.

***Revised: January 11, 2022***