Parnassus Preparatory School
E-Learning Day Plan

Purpose

This plan seeks to optimize a learning opportunity afforded by legislation. The 2017 Legislature amended the Length of School Year; Hours of Instruction (Minn. Stat. § 120A.41) to include the option of a school district utilizing e-learning days due to inclement weather. The statute allows districts to designate up to five (5) e-learning days and provide continuity of instruction to students on days when school would otherwise be closed due to inclement weather. These five e-learning/online instructional days may be counted as full instructional days for students and included in state reporting as hours of instruction.

When school is closed due to inclement weather, students lose valuable instructional time and the momentum of learning in our classrooms is slowed. While e-learning days cannot entirely replace or replicate the face-to-face time that students have with their teachers during the regular school day, these days can help us provide continuity to students when the regular school calendar is interrupted.

Requirements

Activities on e-learning days are aligned to the curriculum being taught in the classroom and should be a continuation or extension of what the class is currently working on. Requirements of e-learning days include:

- They can only be designated on days where school would be closed due to inclement weather;
- Schools may designate up to five (5) e-learning days
- Charter schools must develop their e-learning day plans in consultation with teachers
- Plans must allow for all necessary accommodations for students with IEPs or 504 plans
- Schools must notify and provide information about the e-learning days at the beginning of the school year
- If an e-learning day is declared due to inclement weather, schools must notify families at least two hours prior to the normal school start time
- Students must have access to teachers via telephone and online during normal school hours to assist in the e-learning day activities

After the completion of each e-learning day, the school administration will assess the day and determine any adjustments needed for future e-learning days.

Communication with Families

At the beginning of the school year:

- Parnassus will provide each family with a copy of the e-learning plan in the school's back-to-school mailing. The e-learning plan will also be available on the school's website.
- The school principals will hold meetings for families from each school level (Grammar, Logic, and Rhetoric) to explain the e-learning day procedures.
- Principals will provide a summary of the information covered at the school-level meetings in the Parnassus Columns newsletter.

In the event that school is closed due to inclement weather and an e-learning day is declared:

- Families will receive an automated phone call, email, and, if opted-in, a text message from Parnassus Preparatory School informing them of the school closure and the e-learning day.

- Messages will also be posted on the school website, Infinite Campus portal, and social media, and will appear on Parnassus designated local media outlet, WCCO.
- These messages and alerts will be sent to families at least two hours before the normal school start time of 8:00am. Every effort will be made to provide notice to families with as much advance notice as possible.
- E-learning assignments and activities will be posted on the school's website, and, for School of Logic and Rhetoric, in Infinite Campus, no later than 8:00am on the e-learning day.

Staff E-learning Day Preparedness

Prior to implementing the first e-learning day, Parnassus staff will annually review requirements and expectations for these days. This review may take place during the staff in-service period in August of each year or during school-level staff meetings.

Training for all teachers and staff will be critical to ensure the success of e-learning days. Training will include:

- Ensuring that all teachers and staff know how to use the appropriate technology, including, but not limited to, Microsoft Teams and OneDrive, Zoom, Infinite Campus, and any other needed platforms.
- How to leverage technology and videos to provide direction to students on the e-learning days
- How to accommodate the needs of different students, including EL students and students with IEPs and/or 504 plans.

Teachers will consider available online and print resources currently used in classrooms when assigning activities and assignments for e-learning days. Any resource used for e-learning activities will be used or practiced prior to being assigned on an e-learning day.

Staff Attendance and Availability on E-learning Days

Teachers, administrators, and other licensed staff will be available by e-mail, phone, and through the grade-appropriate online platform from 10:00am – 11:30am and from 12:30pm until 3:00pm. Paraprofessionals and other unlicensed staff members will receive direction from their supervisor or principal on how they can best support the e-learning activities.

Staff members who are unavailable to provide instruction on an e-learning day will need to request and use a Paid Time Off (PTO) or personal absence for that day. If a staff member is unavailable for an e-learning day, they will add an "out of office" notice on their e-mail and/or voicemail to let students and families know.

Student Work and Communication with Teachers on E-learning Days

A legislative requirement for e-learning is that students have the ability to interact with their teachers by phone or online. The following items will help facilitate teacher-student communication and interaction on e-learning days:

- A standard format for posting e-learning day activities and assignments on our school website and/or Infinite Campus
- Clear understanding of what is expected of students and teachers on e-learning days
- Clear expectations and instructions on how to contact teachers in the case of questions or additional information

When an e-learning day is declared, teachers will work with school administers to include that their grade or course work is updated on the school website and/or in Infinite Campus. Included in this content will be the following information:

- Learning targets and instructions for the e-learning assignment(s)

- Anticipated time required to complete the assignment, recognizing that different students may work at a different pace than others. Generally, students can expect the following:
  - Prima – 2G : 1 hour of work
  - 3G – 4G: 1 to 1 ½ hours of work
  - 1L – 4L – 1 ½ to 2 hours of work
  - SOR – 2-3 hours of work
- Instructions on how to contact the teacher as well as a school telephone number where parents and guardians can call to leave a message if they have questions
- Instructions for how to submit the assignment, either electronically or in-person once school resumes, and the due date for the assignment (the end of the fifth regular school day after the e-learning day)

Student Attendance on E-learning Days

Student attendance will be taken for a designated e-learning day when that student has submitted his or her completed e-learning work. In order to be counted as present, student work must be received no later than the end of the fifth regular school day after the declared e-learning day. Teachers will work with the appropriate school office staff to account for student attendance in Infinite Campus. Any student absences on an e-learning day will be considered excused.

Accommodations for Students without Technology and/or Internet Access

Parnassus understands that not all families have equitable access to technology and/or internet service.

Student work may be submitted by the end of the fifth school day after a designated e-learning day to allow students who do not have internet access at home an opportunity to complete the work. Whenever possible, Parnassus will attempt to provide students with printed materials ahead of the e-learning day.

During our e-learning days, the expectation is that a telephone call can be used to provide assistance to our students. The plan is to utilize the voicemail system to leave messages, which then go directly to email. We would assist teachers to leverage platforms such as Google Voice in order to keep their telephone numbers private.

Accommodations for Students with IEPs and/or 504 Plans

Each student's case manager and planning team will determine specific plans for students with IEPs or 504 plans for e-learning days. These plans will be based on each student's individual needs. The services to be provided to the student, including a description of how the student will access the technology and assignments, may be included in the service narrative section of the child's IEP or 504 plan as appropriate.