

# Edina e-Learning Plan

## Purpose

Edina Public Schools Inclement Weather e-Learning Plan (following: Minn. Stat. § 120A.41) hopes to minimize the disruption of learning caused by a school closure:

- Due to inclement weather.
- Up to five days in one school year.
- Counted as an instructional day and included as hours of instruction.
- Provide continuity of learning during non-student days.

School districts must provide a minimum number of annual instructional hours: 850 for full-day, daily kindergarten; 935 for grades 1 through 6; and 1,020 for grades 7 through 12 (Minn. Stat. § 123A.17, subdivision 4).

## Table of contents

<b>Purpose</b>	<b>1</b>
<b>Communications</b>	<b>2</b>
<b>Instruction</b>	<b>3</b>
Instructional Content	3
Students with Special Needs	4
<b>Preparation</b>	<b>5</b>
Access to devices	5
Checking Access	6
<b>Review</b>	<b>6</b>
<b>Appendix A: FAQ</b>	<b>6</b>
<b>About this plan</b>	<b>7</b>

During the 2023-2024 school year, e-Learning days will be enacted and communicated:

- Grades E-5: After the first district inclement weather day. The first inclement weather closing should be used to coordinate devices and troubleshoot student access.
- Grades 6-12: Will immediately move to e-Learning

A districtwide preparation day will occur on October 24 where E-12 students and staff will practice in buildings and send devices home with an activity in preparation for elearning.

All learning will be asynchronous, with an opportunity for office hours or connection with staff. [Students who receive special services may receive synchronous support.](#)

## Communications

### Parent communication

The following forms of communication will provide parents and students with information about e-Learning days, when they will be used, how they will be notified, what to expect for an e-Learning day, and to answer additional questions:

1. Communication to families about e-Learning days
  - Annual communication

Content in this communication will provide background and how families will be notified of an e-Learning day and what to expect when an e-Learning day is called. It will also link to the district website ([bit.ly/EPS\\_ELearn](http://bit.ly/EPS_ELearn)) for additional information.
  - Notification to parents of an e-Learning day

As much advance notice will be given as possible. The following practice already exists for notifying parents of school closings due to inclement weather: Parents/Guardians receive an automated phone call, email, and optionally a text via the district's mass notification service. In addition to district mass communication, announcements are made on radio station WCCO and television stations WCCO, KSTP, KARE, and FOX, and the school district web page, [www.edinaschools.org](http://www.edinaschools.org), prior to 6:30 a.m. that school will be closed. This practice will be amended to include notification that the district is invoking an e-Learning day and provide instructions for accessing e-Learning activities. If non-student days need to be converted to e-Learning, families will receive advance warning. In addition, updates will be given to parents and students.
  - Website with e-Learning day resources. Additional information about e-Learning days can be found at [bit.ly/EPS\\_ELearn](http://bit.ly/EPS_ELearn).
2. Communications between teachers and students and families
  - **Teacher Availability:** A legislative requirement for e-Learning is that teachers must be accessible for student questions.
    - Building administration will communicate expectations for Teacher contact/office hours to provide support for students and families, with student experiences and the developmental needs of students in mind. Teachers will communicate these times to families and be available to answer inquiries throughout the workday.
    - Teachers will communicate to families and students the best ways to receive support.

- Teachers will be present for student support in a format accessible to students and provide a classroom telephone number where parents can call to leave a message if they have questions. Voice messages left at an Edina Public Schools number will be forwarded to the teacher's email for appropriate response.
- Learning Expectations:
  - Activities and virtual office hours will be posted to Schoology or Seesaw
    - Elementary Teachers by 9 am the morning of an eLearning day. (Normandale by 10 am)
    - Secondary Teachers by 10 am the morning of an eLearning day.
- K-2:** When the weather is potentially severe, classroom devices will be sent home. Student activities will be updated on classroom Seesaw pages. Suggested 45-90 minutes (not all screen time).
- 3-5:** When the weather is potentially severe, classroom devices will be sent home. Activities will be posted to class Schoology pages, with instructions for completion. Suggested 90 minutes (not all screen time)
- 6-12:** Create an Assignment/Activity in Schoology with instructions for students to complete. Activity title should include the name of the assignment, e-Learning Day and the date. This could take the form of a Calendar Event with links to a unit guide, or a Schoology activity to be completed. The item should be due by **5:00 pm** for attendance to be counted for that class period. Suggested 30 minutes per course.

## Instruction

The purpose of e-learning is to support student learning through intentional practice of current classroom topics and skills when in-person learning is interrupted by inclement weather. Edina has established an asynchronous learning plan to support the differing experiences of students. Meetings and support should not be required or graded on e-learning days. All learning should be communicated to students/families through rostered Schoology & Seesaw courses to provide ease of access for students, exceptions may be made for students receiving special education services.

- Connection with their teacher in support of their learning:
  - Delivering content
  - Assessment of and for learning
  - Providing feedback
  - Diagnosing misconceptions
  - Coaching
  - Explaining concepts
- Attendance is taken
- Teachers are available online and will check phone messages through email.

- Plan for self-directed, independent learning with specific consideration to student age and individual learning needs.
- Customize learning opportunities with student access and opportunity in mind.
- Communicate and collaborate with colleagues to ensure common expectations, communications, and protocols.

## Instructional Content

The following is a suggested framework for content during an e-Learning day. It is important that there is consistency across the system in the delivery of this content.

ECSE	Details in <a href="#">Students with Special Needs</a> section
K-1 Classroom Staff	<ul style="list-style-type: none"> <li>● Share activities with students via SeeSaw or on student IPad</li> <li>● Use Seesaw to share journals for parents to view.</li> <li>● Communicate via Seesaw and/or email.</li> </ul>
2-5 Classroom Staff	<ul style="list-style-type: none"> <li>● Create an e-Learning Day folder in Schoology or Seesaw.</li> <li>● Have an attendance-based activity included in the folder.</li> </ul>
K-5 Specialists	<ul style="list-style-type: none"> <li>● Communicate with classroom teachers a brief activity for classrooms you would have met with.</li> </ul>
6-12 Classroom Staff	<ul style="list-style-type: none"> <li>● Create an assignment in Schoology at the top of the course with the instructions. <ul style="list-style-type: none"> <li>○ Title: name of the assignment, “e-Learning Day”, and date.</li> <li>○ All files needed for students should be attached to the assignment.</li> <li>○ Include interaction with content, a Schoology assignment/discussion/assessment to be completed.</li> <li>○ <b>The item should be due by 5:00 pm for attendance</b> to be counted for that class period.</li> </ul> </li> </ul>

- Content in **Schoology** should include:
  - Easy to find expectations for the day; Assignment, Calendar event, or Folder posted by 10 am with the due date and time.
  - Clear step-by-step directions focused on steps for access and completion of the assignment.
  - Learning targets for that day listed
  - Attendance is confirmed via one of the following:
    - i. Student Completion on the assignment or folder to confirm that students viewed the materials if using the folder.

- ii. Some type of submitted student creation or reflection to document learning.
  - iii. Formative assessments to check for understanding
- Be present for student support in a format accessible to students. These **could** include the following:
  - i. Responding via an online chat
  - ii. Creating an online meeting for office hours using Google Meet
  - iii. Screencast of Lessons for direct instruction
  - iv. Set clear expectations for participation in the digital environment

## Students with Special Needs

The following is implemented in order to assist students with special needs:

Special Education will have access to their students' courses. Additionally, teachers will be able to create their own courses with their students. Below is additional information.

- **Special Education Resource Staff:** Contact students directly through Talking Points (ECSE), SeeSaw (Gr.1-3), Schoology (Gr. 3-12), or email with reminders for how their accommodations and modifications can support their engagement with e-Learning Day activities *or* support general education teachers in lesson plan development to ensure accommodations are available. Asynchronous instruction and activities must align with the student's direct service minutes listed in the IEP. For asynchronous instruction to be considered direct service MDE requires a feedback loop such as interacting with the student through a live check-in, assignment completion, or other assessment of student learning from the activity.
  - Be present for student support in a format accessible to students. These **could** include the following:
    - Responding via an online chat
    - Creating an online meeting for office hours using Google Meet for virtual office hours.
    - Screencast of Lessons for direct instruction
    - Set clear expectations of participation
- **Special Education Site-Based Staff:** Create asynchronous lessons that will provide instruction and activities that align with the student's direct service minutes listed in the IEP. Contact students directly through Talking Points (ECSE), SeeSaw (Gr.1-3), Schoology (Gr. 3-12), or email. For asynchronous instruction to be considered direct service MDE requires a feedback loop such as interacting with the student through a live

check-in, assignment completion, or other assessment of student learning from the activity.

- Be present for student support in a format accessible to your students. These **could** include the following:
  - Responding via an online chat
  - Creating an online meeting for office hours using Google Meet for virtual office hours.
  - Screencast of Lessons for direct instruction
  - Set clear expectations of participation

## Preparation

To assist our teachers in creating the necessary content as well as provide consistency across our learning environment, frameworks for instructions have been developed and will be accessible via our Learning Management Systems.

### Access to devices

Access to technology is critical for learning at Edina Public Schools. Therefore access to technology and Internet access is critical for day-to-day learning in Edina Public Schools regardless of e-Learning or normal instruction.

K-1	<ul style="list-style-type: none"> <li>● When there is a potential for inclement weather, classroom iPads will be sent home with students.</li> </ul>
2-5	<ul style="list-style-type: none"> <li>● When there is a potential for inclement weather, classroom Chromebooks will be sent home with students.</li> </ul>
6-12	<ul style="list-style-type: none"> <li>● Will access resources using their district-provided or personal device.</li> </ul>
<ul style="list-style-type: none"> <li>● Hotspots can be provided to students in grades 2-12 who do not have adequate internet access. Parents should reach out to buildings to begin this process. Building principals will work with media specialists, deans, and social workers to verify need.</li> </ul>	

### Checking Access

Ensuring elementary student access to the internet at home might require connecting to a home wireless source.

[Connect an Ipad to a home network](#) - [Connect a Chromebook to a home network](#)

## Review

Though Edina Public Schools has a rich tradition of leveraging technology in our learning, e-Learning is different and there will be opportunities to learn from our experiences once put into place. To that end, this program should be reviewed annually.

## Appendix A: FAQ

### What are e-Learning Days?

e-Learning days are stay-at-home learning days that are invoked when conditions force the district to close. Using our normal severe weather communications, families will be instructed to access technology to learn about what is expected on these days.

### Why do we need e-Learning Days?

Continuity of learning is important for our students to succeed. In order to do this, we feel that learning needs to continue even when we have an unplanned cancellation of a school day. Students will be expected to participate in their courses in EdinaApps or through activities that they can do around their home.

All schools in Minnesota have a required amount of time for which students must attend. In the event that we have a school cancellation due to inclement weather, e-Learning Days help us meet our minimum number of annual instructional hours without extending the school year:

### How do e-Learning Days work?

- Families will receive an automated message notifying them of a school cancellation. Messages will also be distributed on the district website, social media, and appear on local television stations.
- Students will log on to their courses in Seesaw/Schoology to connect with their teachers and work on their assignments.
- Teachers will check email and voicemail periodically during the school day to answer questions and provide guidance.

- The due dates for e-Learning Day assignments will be determined by each teacher but attendance is taken for that day.
- Students with special needs may face unique challenges while performing academic tasks independently. Provisions will be made for the particular needs of these students by their teachers.

### **How will the district ensure access to e-Learning materials for all students?**

Access to technology is critical for learning at Edina Public Schools. Therefore access to technology and Internet access is critical for day-to-day learning in Edina Public Schools regardless of e-Learning or normal instruction.

All students are able to access instructional material through [portal.edinaschools.org](http://portal.edinaschools.org) with internet access. Personal devices can be used for this purpose, and Chrome is our suggested browser for ease of access. Knowing that not all students have their own device, Edina Public Schools will send K-5 student classroom devices home if there is a likelihood of a significant weather event.

Mobile hotspots are also available to support student access to the internet and instructional materials.

During e-Learning days the expectation is that a telephone can be used to provide assistance to our students. Families and students can utilize the voicemail system to leave messages, which then go directly to teacher's email.

### **About this plan**

The original plan was created in 2019 over a two year period with input from many stakeholders, including: Teaching and Learning, Communications Department, Student Services, Assistive Technology, Teaching and Learning Board committee, EME, Technology Advisory Team, parents and the Department of Media and Technology Services. Upon completion, the Edina School Board approved the plan. **The document is an update to the original plan.** This plan will be reviewed and modified annually.