

## ***Menahga Public Schools E-Learning Day Plan***

### ***School Board Approval 08/16/2021***

#### ***What are E-Learning Days?***

“E-Learning Days” are school days that do not take place in the school building but teachers and students engage in learning activities online. They communicate through Infinite Campus, and/or other online learning platforms. Through these teachers share assignments and are available for help. Students complete their assignments at home but will have guidance from teachers who are actively engaged and available online. Assignments are ideally related to current classroom curriculum and topics, providing a meaningful substitute to being at school. E-Learning days may be planned in advance or held in the event of unplanned school closures due to emergency situations (i.e. weather).

#### ***How an e-Learning Day works:***

- Parents and students will be notified via phone, e-mail, text, and Infinite Campus Message Center that there is an e-Learning Day in place of the traditional school day. This will only occur on days where there would be a school closure due to emergency situations or other circumstances approved by administration.
- Assignments, activities or directions will be posted on Infinite Campus by 10 a.m. that morning. Parents and students should always check Infinite Campus for guidance. Paper packets or directions might be sent home prior to the e-Learning day by specific principals if they think it is useful for their students and parents.
- Teachers will be available between 10 a.m. and 3:15 p.m. to answer questions and provide support. Communication is expected to occur through Infinite Campus and emails but phone calls can be arranged. Staff will respond in a timely manner.
- Due dates will be flexible to accommodate students' inability to complete assignments during that day. Two days will be given after the e-Learning Day to complete the work. If a student was not able to have access to a computer or the internet on this day, they can obtain a copy of the assignment before or on the next regular school day. They will have two days to complete the work after the e-Learning Day.
- Students with special needs or circumstances may face unique challenges while performing the academic tasks. Provisions and accommodations will be made for individual needs on a case by case basis.

***Teacher expectations:***

- Teachers will have their assignments posted on Infinite Campus by 10:00 am. If principals arranged for lessons to be prepared earlier and sent home in paper packets, electronic copies will be posted that morning to help parents if they cannot locate originals.
- Teachers will be available to students and parents until 3:15. Responses are expected in a timely manner.
- Planned student assignments should not take up more time than students would have normally worked on in class. Ideally, lessons should connect to current class curriculum goals or topics.
- If a teacher had arranged for a substitute that day (sick day or coaching trip for example) and can alter plans for a digital assignment that would be preferred to no class activity or assignment at all.
- If a teacher needs to call in sick, the same expectations as a normal day apply to e-Learning Days.
- Principals will arrange with teachers an attendance format and monitor lessons and availability.
- The school will arrange a method for teachers to be available to parents/students via phone without releasing their personal phone numbers.