

Policy for E-learning Days

Beginning in the 2020-2021 school year, Laura Jeffrey Academy will implement e-learning days in the event that school is canceled due to extremely cold or snowy weather. E-learning days will not exceed 5 days per school year, and they will be counted as full instructional days.

Communication of the e-learning plan:

- The e-learning policy will be shared with all LJA families prior to the beginning of each school year.

The plan will be shared with new families who enroll after the start of the school year at the time of their enrollment.

- Families will be notified at least 2 hours prior to the start of the school day that the e-learning plan will be followed that day.

Access to teachers during school hours:

- On e-learning days, teachers will be available by phone and email during school hours.

Documentation of attendance:

- Teachers will submit classroom attendance each period using the same system that is used on a typical school day.
- Students will be marked present to class based on whether or not they participate in e-learning during that time by emailing the teacher, logging on to online instructional systems, etc.
- Students who do not have sufficient access to internet at home may be marked present if they contact the teacher by phone to participate, or they may be retroactively marked as present if they turn in a hard copy of completed work on the next regular school day.
- Students whose parents have opted them out of e-learning days will be marked absent.

Ensuring quality e-learning experiences:

- Teachers will capitalize on the use of online instructional systems with which the students are already familiar.
- Teachers will provide active instruction by facilitating lessons, monitoring student progress, providing feedback, and answering questions.
- Teachers will provide options for virtual peer interaction.

Accommodations for students without sufficient access to the internet, hardware, or software in their homes:

- In the event that inclement weather is forecast, teachers will provide any students without sufficient access to the internet with paper copies of assignments to complete in the event of school closure.

Accessible instruction for students with disabilities:

- Teachers will modify e-learning assignments for students with disabilities as appropriate, according to each student's Individualized Education Plan or 504 plan.