

Alexandria Public Schools

eLearning Days Plan

[Minnesota eLearning State Statute](#)

- **K-5: 7.5 office hours, 30 minute lunch**
- **6-12: 2 hrs for preparations, 30-min lunch, 5.5 office hours**
- **Part-time Staff: Your hours will be based on your FTE. See your building administrator if you have questions.**

We are able to address a potential school closing through an eLearning day. Because of our digital learning resources and the fact that a high percentage of our students have internet access in their home, the learning does not stop. An eLearning day is a regular school day with regular instruction and attendance provisions for Grades 6-12. For K-5, learning activities are provided to students and parents. Activities in K-5 provide choice for students and parents to be online or offline.

All students who do not have internet access or have other barriers in participating in the learning of the day will be given 3 school days to complete the assigned work.

Following are considerations teachers should follow in planning for eLearning day activities:

1. **Proper Pacing** - Recognizing that students learn at different paces, especially in an independent context, it is important to consider and design activities that students can independently (or with minimal support) complete in the time they would have been with you in class.

- a. K-12 Grade:

K-2: approximately 1-2 hours per day

3-5: approximately 2-3 hours per day

6-8: approximately 20-25 minutes per class (2-3 hours)

9-12: approximately 45 minutes per class (3.0 hours)

*Some students may need more time, some less for each activity. The goal is to provide meaningful activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum continuum when the students return to school. Learners will submit the eLearning day activities based on the teacher's instructions.

2. **Provide a relevant plan** –The intent of the scheduled eLearning days is to provide real-time learning (learning that continues in the continuum that you would be delivered during a “normal” school day) to support what would have happened had students come to school. These learning days are workdays for both students and staff: **posting work for students is the evidence of showing up for work.**

- a. Assignments/activities will be posted by 10:00 AM on the day of the scheduled flexible learning day. You may post assignments earlier.
- b. Attendance will be taken in each class 6-12 based on fulfilling the requirements of each teacher.
- c. Teachers may give students time appropriate to complete an activity, therefore does not necessarily need to be completed by the end of the school day.

- d. Teachers should use Blackboard to email parents in each class of the daily activities so they are informed of what is going on as well.
3. **Be present** - Timely interaction between students, parents and staff is a vital part of this and a strength of these platforms.
 - a. Grades 6-12: “office hours” are scheduled for 10:00-12:00 and 12:30 PM - 3:30 PM with lunch from 12:00-12:30 PM . This will facilitate the opportunity for all our learners to be connected to the staff as they participate in meaningful activities. This will help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum continuum when students return to school.
 - b. In the event the staff member is unable to teach on an eLearning day, the communications will be directed from the principal.
4. **Self-Directed Learning** – As referenced in our Portrait of a Graduate, activities that are manageable by the students working independently is a priority. One of the outcomes of an eLearning day is allowing students to be more self-directed, appropriate to the level of the student. **Activities should not require sustained attention by parents.**
 - a. **K-5 Blizzard Bags:**
 - i. Use programs and activities that are familiar to families.
 - ii. Include ideas for brain breaks - Physical Education Activities, Art, and Music
 - iii. Include choice activities for parent and student flexibility.
 - b. **For Special Education**
 - i. Confirm that you have access to your caseload
 - ii. Communicate to General Education teachers modifications/accommodations
 - iii. Communicate with parents and students
 - iv. Any pull-out classes (skills and academics) will be pushed out to the students in grades 6-12th by 10am. These periods need to be part of your work time. For instance, if you have two pull-out classes, you may want to inform students and/or parents that you are available from 10:00am-12:00pm and 12:30-3:30pm.
 - v. Our preference is that you are fully available from 10:00am-12:00pm and 12:30-3:30pm and complete your professional development and/or paperwork throughout your time.
5. **Personalized Learning** – Some students may need more time, some less for each activity. The goal is to provide meaningful activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum continuum when the students return to school. As you do on a daily basis when students are present at school, please tailor accommodations and extensions where appropriate.
6. **Communicate** - Develop common expectations and common communications by grade band: K-5, 6-8, 9-12. When everyone knows what to expect, students and families can focus on the learning. 6-12 Develop consistent protocols for posting assignments on your Learning Management System.

Each teacher should have a plan to inform students daily expectations, and should copy parents through Blackboard of those expectations. This will ensure the parents know what we are expecting of their children, and we will know that our expectations were given to a parent/guardian.

7. **Follow-Up** - The intent of the eLearning day is that the learning continues in spite of not being present at school. **Families and students want to know that the learning activities are valued and are not simply busy work.** Please have a plan to acknowledge what was done and show its importance.
8. **Attendance** - Attendance will be monitored and based on work completed. All learners will be counted absent 3 days after the eLearning day if work is not completed.

Additional Details:

- We will research all teachers having a Google voice number so that they do not have to give out any cell phone/personal home numbers
- A teacher who has taken a PTO or other leave day for that day, must inform their admin if they will be available for eLearning or are continuing to take their PTO, etc. day so that the admin may inform any parents who contact them, and the day adjusted if needed in AESOP.