



ALEXANDRIA
Public Schools

Our Mission

To achieve educational excellence and to inspire a life-long passion for learning.

Our Vision

To be an extraordinary school district that tailors learning for each child, by working together!

Alexandria Public Schools

E-Learning Plan 2023-2024 (11/14/23)

E-learning day means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. A school district can have up to five (5) e-learning days in one school year. An e-learning day is counted as a day of instruction and included in the hours of instruction under section 120A.41.

Alexandria Public Schools builds in three (3) inclement weather days. The first and second inclement weather days will be a non-school day (traditional "snow day"). For the remaining days the superintendent will have the discretion to determine if a day will be an e-learning day with student contact or a "snow day" with no student contact. If it is known there is a possibility of a "snow day" a day in advance, the superintendent may decide to have staff prepare for an e-learning day. Parents and students must be notified at least two hours prior to the normal school start time that students will follow the e-learning plan for the day. In grades 6-12, Schoology will continue to be utilized for instruction and in grades PreK-2-Seesaw will be utilized for instruction and in grades 3-5 Seesaw or Google Classroom will be utilized as a platform for instruction. A parent should notify the teacher or principal if the student has any barriers in participating in an e-learning day. Accessible options will be provided for any students with disabilities.

Students' teachers and support staff will be accessible both online and by telephone throughout the normal school hours on an e-learning day. All full-time and part-time staff will work their regular hours. Instruction for the day may be both synchronous and asynchronous. If a teacher has leave on the day of an e-learning day the communication for students/families will be through the principals. Attendance will be taken on e-learning days.

Alexandria Public Schools - ISD #206

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E-Learning Day Plan

E-Learning statute

Teacher Schedule for the Day

- Teachers will be expected to work the regular contract time (listed below for each site) during the day. Teachers will be available to assist students and parents and for meetings etc. during their entire contractual work day.
- The first two hours of the contract day will be prep for the teacher to prepare for the day.
- Teachers may work from home for the day and must be available by telephone and online to assist students and parents.
- All teachers will work 7:30-3:30 on an e-Learning day.
- All assignments for EC-12 will be posted by 9:30 am.
- Teachers must be available during the student contact day for their site. Please see the student day for each site listed below:
 - EEC-Student Day (varied per calendar)
 - Carlos-Student day (7:55-2:25)
 - Garfield-Student day (7:55-2:25)
 - Lincoln-Student day (8:15-2:45)
 - Miltona-Student day (8:30-3:00)
 - Woodland-Student day (7:50-2:20)
 - Voyager-Student day (7:50-2:20)
 - DMS-Student day (8:20-3:05)
 - AAHS-Student day (8:25-3:05)
 - Transition Center-Student day (8:30-2:30)
- Lunch will be from 12:00-12:30 for students and staff and staff will not be available.
- If a teacher has leave for the day, the principal will communicate with the families.
 - If a teacher has personal leave for all or ½ of the day the personal leave will remain for the day and the teacher is not expected to work or post anything. The teacher will not be able to retract their personal leave. If the personal leave is impacted by the weather, the teacher should contact their principal when the elearning day is announced to discuss.
 - If a teacher has a sick day it would remain a sick day and the teacher would not be expected to work.

Attendance

- Attendance will be taken during the day and based on work completed.
- Work should be completed on the E-Learning day and submitted to the teacher.
- For students who do not have internet access or have other barriers in participation in the learning of the day the family/student should contact the teacher and the student will be given three (3) days to complete the assigned work

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Details

- Parents will be notified two hours prior to the start of the school day if it will be an E-Learning day.
- Each teacher should have a plan to inform students of the daily expectations.
- The lesson/information for the student for your class for the day will be recorded and available for the students.
- The students will be able to access the video at any time throughout the day.
- Teachers will notify their students/families they will be available by email, Google Meet and phone throughout the regular school day. The phone will be set up through jabber, which will work on the chromebooks or laptops. Teachers will receive a video to show how to set up Jabber on their mobile device
- Teachers should not assign activities or work which requires the family to have needed/ required materials at home to complete the activity.
- Expectations for amount of work for students for the e-Learning day
 - The goal is to provide meaningful activities aligned to the current student learning expectations in class. The times listed below are approximations as some students may need more time and some less time.
 - PreK-12 Grade:
 - PreK: approximately 1 hour per day
 - 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)
- Preschool
 - Teachers will email the families the information for the day.
 - Seesaw will be the platform used for an E-Learning day.
- Elementary
 - In PreK-2nd grade Seesaw will be the platform used for an e-learning day. In 3rd-5th grade Seesaw or Google Classroom will be the platform used. The teacher will communicate on the platform at the beginning of the year.
 - For grades K-2, new paper Classlink quick cards should be sent home the day before so the student has them available at home. Do not send the laminated card with the students. [Here](#) is a 1 minute screencast explaining how to print the quick cards.
 - Classroom teachers should have a literacy and math video for the students posted on Seesaw. Teachers will have assigned work in both literacy and math as a minimum for the day.
 - Specialists' Expectations are to create an asynchronous lesson which contains a video and a short activity for the students to complete and is posted on Seesaw. Students who would have your class that day are the ones who should receive the activity. Attendance will not be taken for specialist classes.
- DMS and AAHS
 - Schoology will be the platform used for an E-Learning day.
 - Teachers will create a video for the students for each block that day.

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- Special Education Teachers
 - 3 years to Transition
 - Ensure you have access to your caseload.
 - Communicate to the General Education teachers any modifications/accommodations
 - Students are expected to complete the classroom work and the special education work as many students have replacement curriculums. If a special education teachers feels the student may be doubling up on work, the special education teacher should collaborate with the general education teacher to ensure a student is not overwhelmed.
 - Communicate with the parents/guardians and students
 - Any intervention sessions (skills and academics) should be provided to the student utilizing the tools available on the E-Learning day.
 - B-3 Staff/combined
 - Communicate with the parents/guardians (verbal/ virtual).
- Social Workers
 - Work with case managers to provide asynchronous connection.
- Reading and Math Interventionists
 - Ensure you have access to your students per general education teachers.
 - Communicate with the parents/guardians and students.
- High Potential, Social Workers, Counselors and Coaches
 - Work with their supervising administrators to plan for the day. Please contact your supervising administrator to determine the work to be completed for the day.

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