

## **AFSA K-12 E-learning Day Plan**

### **Purpose:**

When AFSA has weather-related school closures, instructional time and continuity is lost. While it does not replace face-to-face learning, e-learning days do allow the instructional process to continue. Through proactive planning, teachers and students can be equipped to succeed in short-term online learning if needed. E-learning days also allow our district to stay aligned with the school calendar in terms of release dates, as e-learning days do not have to be made up.

### **Requirements:**

MN State Statute 120A.414 allows schools the ability to implement up to five e-learning days in one school year, providing certain criteria are met. These days are intended to offer full access to online instruction provided by students' individual teachers and can be counted as full days of instruction when reported to the Minnesota Department of Education.

E-learning days may only take place when:

- School is cancelled due to inclement weather.
- Less than five days have been previously used as e-learning days.
- The AFSA staff and administration worked collaboratively to create a plan and the AFSA School Board has approved our plan.
- Accommodations have been made for students without technology or internet access.
- Digital instruction for SPED/504 students is accessible.
- Families are notified of the e-learning plan in the school handbook.
- Access to teachers via telephone, email, and online during normal school hours (8am - 3pm).
- Families are notified of e-learning days with the announcement of school closure at least two hours prior to the start of the school day.

### **Parameters and Notice of e-Learning Days:**

AFSA will allow three free-standing inclement weather days before implementing e-learning days. If inclement weather causes cancellation of school to exceed one day, consecutive days will be e-learning days (up to five). If three free-standing inclement weather closure days have been used, any additional free-standing days will be e-learning days (up to five).

In the event of a school closure due to inclement weather, announcements will be made on WCCO Radio and Television, KSTP Television and KMSP 9 Television. AFSA will also send out an email notification to all parties on our listserve and be posted on the school's website. School closing announcements start at approximately 6:00 a.m. each morning. Several of these stations have websites where Parent/Guardian(s) and/or students may sign up to be notified of school closures. e-learning days will be announced at the time of school closure announcements.

### **Staff Availability:**

Teachers, administrators, and other licensed staff will be available by email, phone, and digital learning platforms (ie: Google Classroom) from 8:00 a.m. - 11:30 a.m. and 12:30 p.m. - 3:00 p.m.

Staff who are unavailable to perform job duties on an e-learning day will need to use leave time. If a teacher is unavailable for an e-learning day, they will be required to use leave time and provide substitute plans for their class to continue via e-learning.

### **Student Work:**

Student work on e-learning days is outlined below by grade level. Students have three school days after an e-learning day to complete assignments for credit and attendance.

### **Student Attendance:**

Attendance for e-learning days is required and outlined below by grade level. Teachers will log attendance in PowerSchool and may amend

attendance for three school days after e-learning days as needed. Parents are responsible for notifying the school attendance line of excused absences, otherwise absences will be marked unexcused as they would on an in-person learning day.

Grade Level	Platform and Mode of Learning	Student Requirements and Attendance
AFSA K-2 Students	Google Classroom <ul style="list-style-type: none"> <li>● Core content videos will be uploaded by 10 a.m. and teachers will be available live for 1 hour to answer any questions and provide assistance. Teachers can also be accessed via email and phone during non-live times.</li> </ul>	Students are required to complete the assignments given to them in their Google Classroom. Work completion will be used as a mode of attendance. Students have three school days to complete the work and be considered present.
AFSA 3-7 Students	Google Classroom <ul style="list-style-type: none"> <li>● A live schedule will be posted in Google Classroom by 8:30 a.m. and each class will have up to an hour of live instruction/Q&amp;A time/work time.</li> </ul>	Students are considered present if: <ul style="list-style-type: none"> <li>They attend class virtually,</li> <li>and/or</li> <li>They complete the work required within three school days.</li> </ul>
AFSA HS Students Grades 8-12	Google Classroom <ul style="list-style-type: none"> <li>● Assignments will</li> </ul>	Students are required to complete the

	<p>be posted in Google Classroom by 8:30 a.m.</p> <ul style="list-style-type: none"> <li>● Students should anticipate a minimum of 30 minutes of assigned work per class.</li> <li>● Teachers will be available via Google Meet, phone, and email throughout the day.</li> <li>● Students without computer access will have materials sent home in advance, and they can contact teachers by phone during school hours.</li> <li>● Advisory will not be held on e-learning days.</li> </ul>	<p>assignments given to them in their Google Classroom. Work completion will be used as a mode of attendance. Students have three school days to complete the work and be considered present.</p>
--	---	---

**E-learning Day Preparedness:**

Prior to implementing an e-learning day, staff will annually review the requirements and expectations of these days and be allowed input and the opportunity to provide feedback to administration. Families will be asked to complete a survey that will allow the school district to address technology needs. A handout will be provided to families with the most important information outlined for success on e-learning days.

**Non-Certified Staff on E-learning Days:**

Non-certified staff will be notified of their assignment by 9 am on e-learning days. Assignments may include online training, reporting to work, contacting students or other duties as assigned.

**Students with IEPs and/or 504 Plans:**

Case managers or designated staff will reach out to individual students receiving special education services by 10:00am during the e-learning day using various platforms (Google Meet, text, phone, email) and be available throughout the school day to provide support, except from 11:30am-12:30pm.

**Resources:**

Prior to the first e-learning day, teachers will practice using the e-learning platform with students in person to ensure that students are able to access and use the platform appropriately. Teachers will consider what resources are available to students at home when planning assignments for e-learning days.

## E-Learning Timeline for 2021-2022

### Timeline Requirements

- I. A charter school may adopt an e-learning day after consulting with its teachers
  - AFSA administration will present the e-learning plan for the 2020-2021 school year at the June 11th Teacher Workday.
  - Staff will be provided a copy of the e-learning plan and provide feedback for the plan adoption.
- II. School Board Adoption
  - The e-learning plan will be presented to the school board at the June 24, 2021 school board meeting for approval.
- III. Annual Parent/Guardian Notification
  - A copy of the plan will be posted on the school's website by August 15, 2021.
  - Parent/guardian(s) will be sent a notification of the plan through Blackboard by the "Back to School" open house date.
  - Printed copies of the plan will be provided to parents/guardians at the "Back to School" open house date. Extra copies of the plan will be available in the front office.
  - The plan will be outlined in the Student Handbooks.
  - Students who enroll after the start of the school year will be provided a copy of the plan in their enrollment packet.
- IV. Parent Survey
  - A paper copy of the parent survey of internet access will be included in the back to school information. Chromebooks with the survey will be available at the "Back to School" night to give families an opportunity to complete the survey.
  - An electronic copy of the survey will be emailed out through Blackboard.
  - Responses to the survey are due by September 15, 2021. The Student Success Director or designated staff will follow up with any families that have not responded by that date.
  - Students who enroll after the start of the school year will be asked to complete the internet survey as part of the enrollment process.
- V. E-Learning Alternatives
  - By October 1, 2021, teachers will create folders with three days of alternative learning accommodations for students without Internet access at home and for digital device access for families without the technology of an insufficient amount of technology for the number of children in the household.
  - SpEd case managers will work with classroom teachers to provide accessible options for students with disabilities under chapter 125A.

Adopted by the AFSA school board at the June 22, 2021 school board meeting