

South Carolina eLearning Plan – ALA Lexington Campus

School Name: ALA-Lexington

Plan Year: 2025-2026

eLearning Coordinators:

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Purpose

To maintain instructional continuity during short-term disruptions—such as inclement weather or utility outages—by implementing SCDE-compliant eLearning days. ALA-Lexington will use up to five approved eLearning days to replace missed instructional time without compromising academic standards.

eLearning Day Criteria

- eLearning days will be used only in response to emergency closures that prevent safe, in-person attendance (e.g., weather emergencies, power or water outages).
 - These days will not be scheduled in advance or used for staff development.
 - If used in place of a calendar-based make-up day, they will count toward the five allowable days per SCDE guidance.
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Instructional Requirements

- **Grades K-8:** Minimum of 5.5 hours of learning activities, including at least 200 minutes of direct instruction (videos, reading, interactive content).
- **Grades 9-12:** Minimum of 6.0 hours of learning, including the same direct instruction threshold.
- Teachers will communicate assignments via **Canvas**, **email**, or **Announce**, and ensure all students have access to appropriate materials. Assignments will include a combination of digital content, recorded lessons, readings, and independent practice.

Teacher Availability

- Teachers will be available to students and parents during normal school hours via **email, Canvas, and Announce.**
- Teachers will actively monitor their communication platforms and respond promptly to student needs. Auto-replies will indicate when a teacher is temporarily unavailable and when to expect a response.
- Some teachers may hold optional virtual support sessions or office hours depending on student needs.

Communication Plan

Before an eLearning Day:

- Notification of the eLearning Day will be sent through **Announce, email, and school website updates.**
- Families will be reminded how to access assignments and submit attendance, and tech support information will be included.

During an eLearning Day:

- Teachers will post assignments and expectations by 9:00 AM.
 - Families can contact teachers directly for help using Canvas messaging or email.
 - Any school-wide issues or urgent needs will be directed to the front office or tech support contact.
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Device Distribution Plan

- Students who do not take devices home daily will be provided technology alternative assignments and directions for turning those assignments in.
 - If an unplanned closure occurs, families will be contacted with pickup instructions to retrieve devices if needed.
 - Students without internet or device access will be provided with paper materials or alternate assignments upon return, per accommodations and support protocols.
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Attendance & Reporting

- Attendance will be submitted via **PowerSchool**.
 - The day will also be reported as "Closed - eLearning" in the SCDE Calendar and Closure System.
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Compliance & Annual Review

- ALA-Lexington agrees to follow SCDE's eLearning guidelines and will submit annual updates to maintain eLearning designation.
 - The eLearning Coordinator will serve as the primary contact for implementation and compliance.
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Troubleshooting and Tech Support

Common Technical Issues and Fixes

Families and students may encounter common issues on eLearning days. Below are typical problems and steps to resolve them:

Issue	Possible Fix
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Cannot log into Canvas	Verify correct login credentials; try resetting the password using the “Forgot Password” link on the Canvas login page.
Device won’t power on	Hold the power button for 10 seconds to force restart. Plug into charger and wait a few minutes before trying again.
No internet connection	Restart the router. If using a hotspot, ensure it is charged and has signal. If unable to connect, contact tech support.
Video or content won’t load	Refresh the browser or try a different one (Chrome recommended). Clear cache if issue persists.
Audio not working	Check that volume is up and not muted. Test with headphones or external speaker if needed.

Tech Support Contact Information

If the issue persists, please contact your child’s teacher and they will direct the issue to the appropriate team.

Support Hours on eLearning Days: 8:30 AM – 3:00 PM

You can also access helpful guides and login links via our school’s website.