

## **Stark County CUSD #100 Alternative Learning Day Plan (e-Learning Plan)**

The Stark County CUSD #100 School District may implement an Alternative Learning Day, also known as an e-Learning day, in the event school must be cancelled. An Alternative Learning Day (ALD) may be issued in place of an emergency day, as defined by the Illinois State Board of Education. In most cases, an ALD would likely be used in the case of closing school due to poor weather conditions but could be used for other emergency situations (loss of power, water, or other need to close one or all school buildings). This document summarizes the District's plan for implementing an ALD.

**Issuing an ALD:** In the event conditions are such that school must be cancelled, administration will do its best to make that determination by 6:00am at the latest. Sometimes this is not possible, as conditions can change rather quickly in Central Illinois, but the goal will be to make the determination by 6am. Once the decision is made, students, staff, and parents will be notified (in order of sequence):

- through our District call system
- through the main page of our Facebook website
- through local tv stations

If an ALD is implemented, everyone will be notified in the same manner as when school is cancelled. Students will be expected to utilize the day to work on their required assignments/activities as described below in the Student Assignments/Activities section.

**Student Assignments/Activities (5 clock hours):** Expectations for student assignments/activities are going to vary greatly based on grade levels and subject matter. However, it is important to remember that activities, especially at the primary grade levels where students are not issued a Chromebook to take home, should be about reinforcement and review of already learned material. It is also important to realize that many students may have other responsibilities (shoveling snow, watching siblings, helping on the farm, etc.) or be in a different environment (at a grandparent's house, in daycare, at work with a parent, etc.). For those students with multiple classes, remember that they will have work from each teacher.

- **Preschool – 4th Grade:** Teachers will provide students with a “choice board” that will be sent home and/or electronically available to students/parents as soon as possible. It is important that the choice board not be solely dependent on the use of technology, as many grade school students may not have access to a device/internet during an ALD. It is also important that students have the choice board prior to the issuance of an ALD. Depending on student access to technology, it may be possible to add a “choice” to the choice board involving teacher communicated assignment. For example, one choice under one row could state “email assignment”. This might help with upper grades where

teachers may want to add more timely, relevant assignments, understanding that not all students will have access to email and could therefore choose another available option. Note: Preschool and kindergarten students will not have 5 clock hours of activities.

- 5th – 12th Grade: Teachers will provide students with an email/announcement announcing their assignment(s) by 9:30am on the morning the ALD is initiated. For students who may not have access to the internet, it is recommended that teachers have “alternative” assignments/activities that students may work on that are not dependent on technology. These alternative assignments/activities should be communicated to students/parents prior to the possibility of an ALD...sending a “choice board” or packet home with the student(s) that is kept at home and ready to be completed if an ALD is initiated.
- Special Education Services: Special education personnel will be available to students through electronic sources as applicable, based on student need and IEP goals. Modifications and adaptations will also be included in all assignments, based on the needs of the student and IEP goals.

**Student Accountability:** Students will be accountable for completing the assigned tasks in the same manner as any other excused absence. Students will only receive a “present” for attendance once work is completed. Teachers are encouraged to hold students accountable for completing work as they would with any missing assignments. If a student is not able to complete an assignment for a reasonable reason, this needs to be communicated and orchestrated with the teacher.

#### **Student Attendance:**

- Preschool – 4th Grade: Teachers will send completed, signed assignment sheets to the School Office. If a student does not turn in a completed, signed sheet (choice board), or their work has not been completed, the student will be marked absent. All student absences on these days will be marked excused.
- 5th – 12th Grade: Upon students return to school, teachers will send a list of students that DID NOT take care of their responsibilities to the School Office. Those students will be marked absent. Each teacher will send an email for their class(es) to the office by the end of the makeup day(s) after the ALD(s) is/are completed (remember, students have one day to make up work for each ALD).

**Teacher (Certified Staff) Availability:** Teachers are expected to be available to students/parents from 9:00am to 2:30pm by email. For many teachers, other systems may work better than email (Google Hangouts, SeeSaw, Google Classroom, Skyward, etc.) and staff are encouraged to utilize these other communication tools as the situation dictates. However, all

teachers will check their email at least once per hour and provide feedback and guidance to students/parents on an as needed basis. The District understands that many teachers have their own responsibilities that may arise with these days (supervising their own children, shoveling snow, etc.). The District also understands that there will be time spent in follow up activities after the ALD (reviewing completed assignments, providing support for students without internet access, encouraging students to complete assignments, etc.).

All teachers (certified staff) must check with their building principal each morning with an email by 9:30am stating that they are available and also providing a brief lesson plan of what they are doing with students for the day.

**Non-Certified Staff:** Custodial staff will be expected to work their regular hours, although those hours may be shifted to earlier/later as needed (snow removal). Cafeteria workers will be allowed to make up their hours (adding hours throughout the work week – completed within the pay period that the ALD falls as approved by the building principal). Aides may make up their hours (adding hours throughout the work week – completed within the pay period that the ALD falls as approved by the building principal). Bus drivers may make up lost hours by working as a custodian as approved by the building principal within the pay period that the ALD falls.

However, if an ALD is mandated through a state or federal emergency, non-certified staff may not have the option to work and hours may not be able to be made up.