



Arkansas Department of Education
2017-2018 Alternative Methods of Instruction Plan

DISTRICT INFORMATION

District Name: Genoa Central School District

LEA Number: 4602

Superintendent Name: Angie Bryant

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The number of days the district missed due to exceptional or emergency circumstances in the 2015-2016 school year: 0

The number of days the district missed due to exceptional or emergency circumstances in the 2016-2017 school year: 0

Number of days requested for 2017-2018 Alternate Methods of Instruction (1-10): 5

ALTERNATIVE METHODS OF INSTRUCTION PLAN

Describe the alternative means or methods of instruction. Please include within the plan how technology and resources would be available to the students if needed.

Based on the traditional ways that public schools have had to make up days in the past, which have generally been “adding days to the end of the year” and extending the school day for one hour minimum, we believe that the following proposed plan would be of more benefit to our students.

The Genoa School District will make up (up to five days) by using the blended on-line learning model. All students would be given their assigned work in the manner they would as if they were absent for a normal day. (Some would be given paper copies; some are given assignments in Google Classroom—all according to grade level and past practices.)

Some students in our district have little to no access to the internet, so they will be given packets to take home. These packets are necessary because there is a lack of internet connectivity in our rural areas.

K-2 students will receive a packet for each day eligible for AMI. Each packet will include a description of the assignments each student should complete, as well as the resources

(books, pencils, crayons, rulers, etc.) needed for each assignment. Assignments will be given for reading, writing, vocabulary, mathematics, science, and social studies and will link back to the standards for each subject in that grade level. Kindergarten students will receive an additional assignment in art, first graders will receive an additional assignment in music, and second graders will receive an additional assignment in physical education or health. It is expected that these assignments will provide practice for skills already taught in school (reinforcement) or enrich learning activities to expand learning. These assignments will not introduce new skills that students could struggle with if teacher introduction is not provided. Teachers will prepare packets by January 15, and the packets will be sent home as needed when an AMI day is utilized.

Students in grades 3-12 will also receive packets or assignments through Google Classroom. These packets will include assignments for the areas being tested on Summative and Interim ACT Aspire tests, based on areas of weakness.

Students in grades 3-6 will receive assignments for reading, writing, mathematics, science and social studies that link back to the standards for each subject in that grade level. Third grade students will receive an additional assignment for art, fourth graders will receive an additional assignment in music, and fifth and sixth grade students will receive an additional assignment in physical education or health. It is expected that these assignments will continue the learning that is occurring in the classroom and provide opportunities for practice or extended learning. If specific supplies are needed for these assignments, students will receive them from school and take them home prior to an event leading to the district calling for an AMI day, if possible.

Students in grades 7-12 will receive assignments in packets or assignments through Google Classroom for each class they attend on a 'regular' school day. This will include the electives classes, and these assignments will link back to the standards for each course and can be utilized to accent reading and writing goals. It is expected that these assignments will continue the learning occurring in the classroom and provide opportunities for practice or extended learning. If specific supplies are needed for these assignments, students will receive them from school and take them home prior to an event leading to the district calling for an AMI day, if possible.

Students in grades 9 -12 who take classes via distance learning (Virtual Arkansas) will continue their learning as current practice as those classes require. Our Virtual Learning Facilitator will communicate with those facilitators who teach our students so that they are aware of our AMI days. The learning requirements are usually posted by week, so we do not anticipate any issues for student assignments. Students who attend UACCH or Arkansas High Vocational Program as part of their school day will follow protocol as directed from the administration.

If these packets can't be provided before AMI days are used, students will receive them when they return to school, and the work will be due by the end of the 3rd day after the packet is received.

Describe how teaching and learning through the alternative methods of instruction (AMI) will benefit students at each school within the district.

Using AMI, teachers will be able to continue the learning for our students and maintain instruction that is planned and sequential. Often, unplanned days out of school interrupt the instructional flow in a classroom. There are many things on our calendars that do not change because of a missed school day, such as our Aspire Interim Assessment dates, the ACT testing dates, the Aspire testing dates, and so forth. This plan will allow the learning to continue while we are in the mode of learning and will minimize opportunities for students to "forget" what has been learned. This plan will also allow for deficit areas to be addressed in conjunction with AMI days. It is important that data gathered be used to supplement the classroom instruction with these packets and Google Classroom assignments on AMI days.

This plan for continual learning will also allow students a positive activity that can help pass the time when they are home for a cancelled school day. This time can benefit student learners by helping them continue to prepare and to show their learning to their parents, their peers, their teachers, and others on tests given on dates that typically do not change.

Describe how student attendance will be determined on an approved AMI day.

Students will be counted present for each part of the day for which completed work is returned to the teacher by the end of the 3rd day following an AMI day. Attendance sheets from the office will be used to maintain accurate records.

Student work from AMI days will be graded by the teacher and will be recorded as classwork. The district handbook will be followed in determining if an absence is excused or unexcused. Simply not submitting the completed work within the allocated time with no communication from a parent about extenuating circumstances will result in an unexcused absence and a "O" being assigned for the work. The principal will make the final decision on excused/unexcused absences, in accordance with the district handbook. Teachers will be encouraged to grade, record, and return work to students within 48 hours of submission on the third day.

Describe the teacher responsibilities and/or contract requirements for an AMI day.

Teachers will be responsible for creating and grading the AMI days assignments. They will also be responsible for assigning work packets or Google Classroom assignments. On an AMI day, they will be expected to monitor their email for messages that might come into the school from their students/parents who are completing assignments at home and respond promptly if there is Internet Connection.

Teachers are expected to collect and grade the work from the students. Work will be submitted by the end of the 3rd day back from an AMI day and, teachers are expected to return the work, graded, to the student within 48 hours, at a maximum. The general expectation is for teachers to grade work as it is submitted on an AMI day.

Teachers will also be responsible for notifying the principal's office if the assignment was not completed so that the student can be marked absent. Absences will be reported within one week from the day the students return from an AMI day.

The superintendent will have the final decision about whether is deemed safe for personnel to travel to school.

Certified employee work expectations:

Teachers will be allowed up to 2 hours credit for preparing packets, 2 hours credit for grading packets, and 2 additional hours. These two hours will be documented by the teacher for curriculum, lesson planning, additional Professional Development offered through Arkansas IDEAS, or a combination of these choices. They must keep documentation of their time to be returned to their building administrator. AMI Day 1 & 2 packets shall be prepared by January 15, AMI Day 3 & 4 Packets by January 31, and AMI Day 5 Packet by Feb 6. If electricity and Internet are available, teachers will be required to use the means at their disposal to communicate with their students on these days if those students are connected, as well. This time will be logged and credited to the teachers who do this.

Certified staff members (not in the classroom) working a partial contract will make-up the days during the remaining days of the school year.

Instructional facilitators – Come to work on those days if it is deemed safe to travel, make-up the days missed at the end of the school year by working at school, or attend professional development appropriate for their job assignment that is approved by their administrator.

K-12 Librarian - Come to work on those days if it is deemed safe to travel, make-up the days missed at the end of the school year by working at school, or attend professional development related to their program that is approved by their administrator.

Certified Pre-K staff - Come to work on those days if it is deemed safe to travel, make-up the days missed at the end of the school year by working at school, or attend professional development related to their work in the ABC pre-k program.

The superintendent will have the final decision about whether is deemed safe for personnel to travel to school.

Describe the classified employee responsibilities and/or contract requirements for an AMI day.

It is expected that those classified employees that work at 240-day contract will report to work at 8:30 AM and will work a regular day. This will include: Superintendent's Administrative Assistant, District Treasurer/Bookkeeper, Maintenance Director, Transportation Director, Technology Director, Secretaries, and any custodian that meets the 240 days criteria. Vacation leave may be used at the Superintendent's discretion if travel is deemed unsafe.

Those classified employees that working other contracts:

Bus drivers - Make-up time at the end of the school year or on a PD day when students are dismissed in work related to their job expectations as a bus driver.

Custodians (on less than a 240 day contract) - Make-up time at the end of the school year or on a PD day when students are dismissed in work related to their job expectations as a custodian.

Computer lab personnel, school secretaries/school nurse – - Make-up time at the end of the school year or on a PD day when students are dismissed in work related to their job expectations.

Paraprofessionals may make up the day at the end of the year or through a list of PD from Arkansas Ideas approved by their building administrator.

Describe how the district will communicate with parents and students the purpose and expectations for an AMI day.

Information about AMI days will be shared with parents at school wide events, newsletters sent by respective schools, and posted onto our website and social media (Facebook). In order for this to be successful, we realize that we must do most of the work BEFORE the event.

Assemblies will be held by the principal for students in grades K - 12 to ensure the students know the expectations for submitted work from their packets and the consequences of not submitting work (unexcused absence and "O" on classwork). A note will accompany the first AMI packet explaining the consequences of not turning in their work. The information to be shared will be on a flyer that provides basic information and a Q&A section. The detailed plan will be posted on the district website. A Refrigerator Reference Sheet for AMI days will be sent home with each student (bright paper, post on your refrigerator) that will include pertinent information.

If possible, as weather forecasts predict the possibility of the need for the district to use an AMI day, advance communication will occur informing parents that it is possible that the district could use an AMI day. Parents will be reminded of how the district will communicate with them the decision, as per our District Handbook. (Facebook, School Website, Remind calling program, and state news channels - 4, 7, 11, and 16.

If it is determined that school will be canceled, explain how the district will determine if the day will be an AMI or make-up day.

The plan for the district is for the first 5 days missed in any school year to become AMI days. When making an announcement, the message will be one of these options:

The Genoa Central School District is OPEN for all classes today.

The Genoa Central School District buildings are closed today, but an Alternate Method of Instruction DAY 1 (2,3,4,5) will be used. Students will continue learning according to the AMI Plan.

The Genoa Central School District is CLOSED for all classes today. Classes will be made-up at a later date.

This will be broadcast through social media (Facebook), <http://www.dragons1.k12.ar.us/>, and local television news channels.