

Mayflower School District

Alternative Method of Instruction Plan

Describe the alternative means or methods of instruction.

1. Teachers will prepare a packet of learning materials for each of their students to take home. Each packet will include up to five days' activities and materials for students to complete and clearly identified as day 1 work etc. Technology resources can be included in the packet for students to utilize subject to student accessibility of technology at home. Students should only complete the work for the days missed.
2. Teachers will submit their packets of material in advance to the building principal for review.
3. When possible, teachers will be notified in advance to have their packets ready in the event of bad weather or a potential school closing. Teachers will distribute the packets when notified. The students will have three days after they return to school to complete the learning materials in the packet to receive credit for the AMI day/s
4. If the packets cannot be provided before the AMI day, students will receive their learning materials when they return to school. They will be required to return the materials using this formula: the total number of days missed plus three days, to received credit for the AMI day/s.
5. Teachers are encouraged to grade, record and return work to students as soon a possible. Within three days is preferred.
5. Teachers are to prepare work as they deem appropriate for each student. Individualized work expectations are allowed. Teacher guidelines on learning materials include:
 - a. should be relevant and current
 - b. strengthen understanding and help build essential skills
 - c. include or allow for the necessary resources to complete the work
 - d. be purposeful and meaningful
 - e. interesting and engaging
 - f. have a connection to regular classroom activities
 - g. completion time sensitive
 - h. cross curricular activities are appropriate
 - i. working on multiday projects are appropriate
 - j. packets should contain teacher contact information

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

Using AMI, teachers will be able to continue the learning for our students and maintain instruction that is planned and sequential.

We believe that purposeful, meaningful AMI assignments can enhance our students' overall learning experience, and these carefully planned learning activities should help deepen our students' understanding and build essential skills.

Benefits of an AMI Day would include:

- a. More instructional time before State testing
- b. Assist in eliminating gaps in learning by providing individualized learning activities
- c. During times of contagious illness in the schools, this will help reduce the spread of illness
- d. Reducing the need for days to be added at the end of the school calendar

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

For all students in K-12, attendance and grades will be determined based upon the work completed and submitted on time. Students will be counted present for each day/period for which completed work from the learning packet is returned to the teacher.

In order for the student to receive attendance credit and grade/s for the AMI day at least 85% of the material as determined by the teacher is to be completed. Students who do not complete the work as assigned by their teacher will be counted as absent and receive a zero grade as appropriate.

The district handbook will be followed in determining if an absence is excused or unexcused. Not submitting the completed work within the allocated time with no communication from a parent/guardian about extenuating circumstances will result in an unexcused absence and a "0" being assigned for the work. The principal will make the final decision on excused/unexcused absence, in accordance with the student handbook.

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

The goal is to ensure the safety of all staff. Teachers and administrators may work from home on these days or a location as determined safe and appropriate by the principal. AMI days will be considered a teacher work day and count towards fulfilling the number of teacher work days required by contract. Teachers will provide assistance to students during the AMI day using appropriate technology available. Administrators and support licensed staff will be available to assist teachers as needed using appropriate technology available.

If a teacher decides not to work, or is unable to work on an AMI day, leave time must be used according to district policies. Teachers on pre-arranged leave are not required to work on AMI days and will take the requested leave as previously applied for.

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

The goal is to ensure the safety of all staff. Generally, all classified employees will not be required to report to school and perform contractual duties. The hours will not be required to be made up for classified employees. However, there will be contractual duties required to ensure the safe and orderly return to school. Examples of these activities could include, fueling of busses, removal of snow and ice, cleaning restrooms, prepare cafeterias, payroll, pay urgent bills, ensuring technology is functioning. Supervisors will contact the staff to perform these regular contractual duties as required and keeping safety of staff a priority.

If an employee decides not to work as requested, or is unable to work on an AMI day if requested, leave time must be used according to district policies. Employees on pre-arranged leave are not required to work on AMI days and will take the requested leave as previously applied for.

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

1. When anticipated that an AMI day will be used the school will use intercom, teacher classroom announcements.
2. School Website, School Messenger, Social Media
3. Posted media outlets including local newspapers, radio and television

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 is that the first five days missed in any school year will become AMI days. This will be announced when school is closed using the methods listed above. For example:

Mayflower Schools will be closed today. Students will continue learning using the AMI plan. Each student will have a packet of learning activities for each day missed up to five days. If you have questions or need assistance please contact your teacher using the information in the packet.