

Spoon River Valley CUSD 4

Alternative Learning (eLearning) Guidance

Alternative learning days are designed to allow student learning to continue in the event of a school closure for a variety of reasons. Alternative learning days may be used in the event of weather emergencies or other types of emergencies that prevent school from meeting in our normal manner. Although alternative learning days are intended to be short-term (1 to 2 days in a row) there may also be situations where it is necessary to close school for longer periods of time. During these times these guidelines may need to be adjusted slightly.

Announcement

The announcement of alternative learning days will be made through the district's communication systems which include mass calling, sms (texting), emailing and social media posts. We will use additional channels such as the district website and local mass media stations as appropriate as well.

Alternative Work and Deadlines

We realize not every student has the connectivity to rely entirely on electronic delivery of materials for alternative learning. With that in mind, a due date for all work will be established in a manner that allows students to get access to materials when they return if it can not be distributed ahead of the called alternative learning days. In the event of a single alternative learning day, work will be due 2 days after return. Long term multiple alternative learning days will have deadlines for work submission established and communicated appropriately.

Student Attendance

Student attendance for the alternative learning days will be determined by the completion of the assigned activities. If a student successfully completes the learning activities assigned by the established due date, they will be considered present for those days. Incomplete or missing work will be assigned the appropriate grade and they will be given an unexcused absence for that day.

Daily Schedule

Teachers will post assignments before 8:30 am each alternative learning day. These assignment announcements will be made in a manner that every student can receive the expected assignment. (Teachers may not rely only on electronic delivery unless they can confirm ALL students receive information through this media.) Teachers may use a variety of established platforms to communicate assignments such as email, Google Classroom, Class Dojo, Remind, etc, but NOT VIA SOCIAL MEDIA. Teachers may provide “Learning Bundles” which may be distributed in advance and have materials necessary for use on alternative learning days. In the elementary, these should focus on math and English/Language Arts.

On days of alternative learning, teachers will host virtual office hours from 8:30 am to 1:30 pm. Digital office hours can be conducted by electronic means listed above and also including video conferencing but again NOT VIA SOCIAL MEDIA. Although teachers will be available during these times, please give them ample time to respond to questions.

Teachers will work together to develop assignments and activities resulting in approximately 5 hours of total work time for the day.

Students with Special Needs

Classroom teachers and special education teachers will work together to ensure that work is appropriate and accommodations are made for students with special needs. Paraprofessionals may also be available for student assistance. This is something that will be communicated to students if this option is available.

Students Without Internet Access

Students that can not receive the materials due to having no internet available will be made available to them in paper form upon return to school.

Alternative Learning “Hotline”

A “Hotline” will be available on days where alternative learning is used. Please call 309-778-2201 and leave a message if there is no answer. Any technical questions or issues can

also be communicated to Mr. Janssen at cjanssen@spoonrivervalley.us throughout the day in an attempt to solve those.

Plan Review

This alternative learning day plan will be reviewed on an annual basis by a team represented by district administration and teachers for possible review. Any changes will be communicated to parents and students through appropriate methods.

Alternative Learning Guidance for Parents

Activities and Assignments

All activities and assignments will either be sent home ahead of the alternative learning day with the student or communicated to the student and/or parent by 8:30 am on the day of alternative learning.

Activities and assignments will total approximately 5 hours of time.

Virtual Office Hours

Teachers will hold virtual office hours from 8:30 am to 1:30 pm. Instructions on how to contact the teacher during these times will be communicated with the assignment. Teachers will be working during this time and will be as responsive to questions as quickly as possible. Keep in mind there may be multiple students with questions so please allow at least 30 minutes for a response. During this time when waiting for a response, the student should continue to work on something else.

Student Attendance

Attendance will be based on the successful completion of activities by the established deadline. If a single alternative learning day is used, the deadline for all work will be the beginning of the day on the third day after the alternative learning day. If multiple days are used, that deadline will be established and communicated to students and parents appropriately.

Students that do not complete activities assigned during the alternative learning days will receive the appropriate grade and also be given an unexcused absence for that day as well.

Students Without Electronic Access

Students that cannot access the assignment will be given the opportunity to complete it upon return to school. The assignments will be due by the established deadline. There will be no penalty unless the assignment is not completed which would result in incomplete or missing work resulting in the appropriate grade (if applicable) and will count as an unexcused absence.

Alternative Learning Procedure: Teachers

Activities and Assignments

Thought process:

Start with what you want the students to learn.

Design the activity to be age appropriate

Work to make it meaningful and engaging.

Do your very best.

THEN

Choose the technology to help support it.

All activities and assignments will be posted through the communication format used by 8:30 am. Many different formats are available for use but teachers may NOT USE SOCIAL MEDIA to communicate. Activities and assignments will follow the approximate guidelines for the following total times:

Grade 6-12 - Total 5 hours

Approximately 40 minutes of work per class period

Grades K-5 - Total 5 hours

240 minutes of core instruction (can use a cross-curricular activity and/or assignment when appropriate) Age and availability of a parent/sibling or daycare provider may limit activities.

30 minutes of PE (physical activity of play)

15 minutes of visual arts

15 minutes of music

Guidelines for Assignment and Activities

Avoid introducing new concepts (unless doing an initial reading only)

Should be a review or extension of previous learning/concepts

Teacher must specify the evidence of completion for the activity and/or assignment for example:

Completed assignment

Number of tracked minutes on online system

Photo, video or other means of verification

Parent/adult verification
Evidence of completion will be used to determine attendance

Virtual Office Hours

Teachers will hold virtual office hours from 8:30 am to 1:30 pm. Instructions on how to contact the teacher during this time should be listed with the assignment. Please keep it consistent to avoid confusion.

Teachers will interact throughout the day through Google classroom messages, announcements, posting additional resources, video instruction, etc

Teachers are expected to respond to student and/or parent questions using appropriate means within 15 minutes if at all possible. Parents and students understand there may be longer wait times.

Student Attendance

Attendance will be counted based on assignment completion by the established due date (the third day after return for single days or that established in the instance of multiple alternative learning days).

Incomplete or missing work will be assigned the appropriate grade and will result in an unexcused absence for the student.

Attendance reporting procedures will be determined and communicated at a future time.

Personal or Sick Day

Teachers who have elected to use a personal or sick day:

- are responsible for posting their activity and assignment through the established communication channels
- Will NOT be responsible for office hours during the alternative learning day, but will need to post an announcement that they will not be available for regular electronic office hours that day
- Have an activity and assignment that is appropriate for the students to complete without additional guidance from a teacher

- Must contact the building principal to report they will be using a personal or sick day at the beginning of the day as normal
- Must complete all paperwork as required for a staff absence

Alternative Learning Procedures - Students

Activities and Assignments

All activities and assignments will be posted and communicated as appropriate by 8:30 am. Activities and assignments will follow the established time guidelines:

Grade 6-12 - Total 5 hours

Approximately 40 minutes of work per class period

Grades K-5 - Total 5 hours

240 minutes of core instruction (can use a cross-curricular activity and/or assignment when appropriate) Age and availability of a parent/sibling or daycare provider may limit activities.

30 minutes of PE (physical activity of play)

15 minutes of visual arts

15 minutes of music

The teacher will specify the evidence of completion for the activity and assignment and may include but not be limited to:

Completed assignment

Number of tracked minutes on online system

Photo, video or other means of verification

Parent/adult verification

This evidence of completion will be used to determine attendance for that day.

Virtual Office Hours and Student Questions

Teachers will hold virtual office hours from 8:30 am to 1:30 pm on alternative learning days. Instructions on how to best contact the teacher during this time will be communicated with the assignment or activity. Teachers will interact with students throughout the day through messages, announcements, posting additional resources, video posting, etc. Students may submit questions but please allow the instructor time to respond - typically within 30 to 40 minutes. Students should use time wisely and move onto other work while waiting for an instructor to respond.

Student Attendance

Attendance will be counted based on the assignment/activity completion by the due date which will be the beginning of school on the third day after the alternative learning day in the event of a single alternative learning day. In the event of having to use multiple alternative learning days another deadline will be established and communicated.

Incomplete or missing work will be assigned the appropriate grade and will result in an unexcused absence. If a student is unable to complete an assignment due to connectivity issues or other responsibilities, the student should complete the paper activity by the established deadline.

Alternative Learning Days - Administrative Team

The administrative team will be available to support teachers and students during days of alternative learning. The administrative team will also be available to help respond to issues on the “hotline” as well as assist teachers and students in resolving technology issues or challenges that may arise. The administrative team will also help coordinate and provide training as necessary for best utilizing technology and other tools for alternative learning.

The administrative team will lead the committee to review this plan each year and revise as appropriate the following items:

- Time of learning

- Adjustments for students and staff with and without technology access

- Attendance documentation

- Instruction expectations

- Evidence/parent communication

- Example assignments/activities

- Support services for students and staff including those with special needs

Possible Assignment/Activities

K- 5 Examples (suggestions)

- Rainbow write, use shaving cream, etc to practice spelling words
- Sequencing activity-- write the steps in order for making your lunch, building a snowman, making a blanket fort, etc.
- Social Studies: Brainpop video and research more about that topic. Find 5 facts that you learned through your research (can be done online or using books)
- Science: Create an experiment using ice cubes or snowballs. Follow all the steps of the scientific method
- Writing: Prewrite and draft a fictional narrative including a snow day
- Reading: With a fiction book, create a 4 square story map to write characters, setting, problem, and solution. With a nonfiction book, find the main idea and 3 key details to support the main idea
- Spelling: practice word list-rainbow writing
(<https://www.pinterest.com/pin/283586107770673172/?lp=true>), write in silly sentences, etc.
- Math: Write and answer story problems using 3-digit numbers, adding and subtracting. Write two step problems and solve them
- Open ended questions for any picture book you read: who were the main characters? the setting? Etc
- "Write the house" vs, write the room-- find high frequency words around the house (on signs, labels, etc.)
- Sequence the events of your morning. Use description words that include the 5 senses
ELA & Math
- Log into MobyMax and complete your assignments
- Write a letter to a family member
- Play a game with a family member ~write about how compromise is an important part of playing
 - ~ write the directions for someone who has never played
 - ~ draw a picture of the sequence of how to play el ed math:
- Make a worksheet for a friend to solve when we get back to school
- Read book student has at home: write a retelling; character activity; problem/solution activity
- Youtube story online: Listen and answer questions that teacher posts about the story
- Locate things around the house that are nouns. Use adjectives to describe them
- Write your own fact problems and solve them (3 digit addition/subtraction; multiplication/division)

- Read your independent reading book for 30 minutes. Write a response based on your reading. (Teacher may want to include possible prompts for students.)
- If no internet watch the news and answer follow up questions
- Create a 3D model of a cell with labeled organelles using household materials. In your Google Classroom, or on paper, describe which 3 organelles you think are most important, and why. Bring your work to school when we resume.
- Google Classroom- TedEd video, EdPuzzel videos- questions in Google Doc or Google Form.
- Create the longest paper chain you can make out of two pieces of paper. Make a plan first, predict how long your chain will be, then build your prototype. Take a picture of your chain when complete with the length in inches and send it to me. You may not stretch your chain to measure
- Watch a youtube video on our current topic and go to google classroom and complete the questions about the video