CRAWFORD COUNTY R-2 SCHOOL DISTRICT

Alternative Methods of Instruction Plan

2020-2021

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1. **INTRODUCTION:**

   The global Coronavirus pandemic has introduced a new level of risk for in-person instruction and in-person gatherings. Our schools are designed to educate students through social, face-to-face interactions, in relatively close spaces and in large groups. The benefits of this approach to education are well accepted. We know our community prioritizes student and staff safety and expects a thoughtful plan. This plan will be updated as needed.

   As we plan for a school year likely to be continuously impacted by the COVID-19 pandemic, the priorities we hold are:

   i. Providing environments that are as safe as possible for students and staff;
   ii. Providing equitable, guaranteed, and viable education.

   Therefore, Crawford County R-2 will be accessible to all students through a choice model. Students and families may choose to engage in their education in a traditional format (in-person, regular schooling) or in an online virtual format.

2. **Crawford County R-2 School District Daily Mode Indicators**

   In the event there is evidence of district-wide transmission of COVID-19, or if there is wide-spread human-to-human transmission in Crawford County or the City of Cuba, the Crawford County R-2 School District will enter the highest level of alert that is deemed appropriate, which may include restrictions on access to buildings, if recommended by public health authorities. In order for Crawford County R-2 employees and the general public to best understand access rules, Crawford County R-2 will use a Daily Mode Indicator:

   CCR2 Daily Mode Indicator Definitions

   i. **Level 1**: Traditional School (Pre-Pandemic School): All classes will take place in school buildings. There are no restrictions on visitors and volunteers in the building.

   ii. **Level 2**: Traditional learning will be taking place during normal school time. Courses will also be taught with a technology integration model. **On-line learning will align with Crawford County R-2 courses and be taught simultaneously with traditional classes that are taught in the building.** On-line learning students will need to sign up for this option prior to the start of each quarter/semester.
      1. 1st-8th grade students will be each quarterly
      2. 9th -12th grade students will be each semester
      3. *Please see on-line guidelines below*

   iii. **Level 3**: In-person learning will be taking place during normal school time. During level three certain individuals, cohort classrooms, grade levels could be "closed" due to COVID-19 outbreaks. All quarantined

individuals or grade levels will move to AMI learning. All on-line students will continue on-line learning.

    iv. **Level 4**: All school buildings will be closed. All students who were in traditional classes will move to the AMI. All on-line students will continue with their on-line classes.
- 1. We will move to Level 4 if/when:
  - a. 2% positive (10 in building or 25 in district) = up to closure &/or 20% quarantine (90 in building or 260 in district)
  - b. *Anytime we see an increase in the number of positive cases over the course of three (3) or more consecutive days.*
- 2. We could be in Level 4 as few as 1 day or up to multiple weeks, based on the circumstances at that time.

3. **Academics:**
   - a. **Traditional Learning:**
     - i. Traditional in-seat learning as normal.

   - b. **On-line Learning:**
     - i. Students will receive instruction online through a virtual format. Online school will NOT be impacted by COVID-related building closures.
     - ii. On-line learning will be an option for all 1st -12th grade students for the 2020-2021 school year.
       - 1. Families may elect to move from an in-seat/traditional setting to the on-line setting at any point throughout the school year.
         - a. If a family chooses the on-line option, they will have through August 28th to request to be moved back into the in-person seated option.
         - b. After August 28th, requests to move from the on-line setting to seated classes will occur at the following quarterly/semester transition times.
       - 2. **Students enrolling in the on-line option must notify the school by Friday, Aug. 14th, 2020**
       - 3. Parents must complete the CCR2 On-Line check list prior to their student(s) beginning the on-line option.
     - iii. District administration may deny CCR2-On-line requests if it is not in the student's best academic interests. (Student grades and attendance will be used as the primary indicator when making determinations regarding denial of on-line requests)
     - iv. We will call our on-line learning program "CCR2 On-Line".

     - v. STAFF EXPECTATIONS:
       - 1. At this time there are several options for what this could look like.

      a. If Crawford County R-2 has a large number of students who sign-up. Teachers, who no longer have "classes" or have a reduction of students, will/may become on-line teachers.

      b. Designated teachers could be placed in charge of on-line students at the elementary level.

2. Once students have registered we will have a better understanding of how many students will be signed up for "CCR2 On-Line" at the start of the 2020-2021 school year.

      a. At this that the district will have a better understanding of how to support staff with "CCR2 On-Line".

      b. Building administration will work with teachers on this plan as soon as students are enrolled.

vi. <u>STUDENT EXPECTATIONS:</u>

1. Enrollment will open on Monday Aug. 10th – Friday Aug. 14th.

      a. **Students enrolling in the on-line option must notify the school by Friday, Aug. 14th, 2020**

      b. Parents must complete the CCR2 On-Line check list prior to their student(s) beginning the on-line option.

2. Students without internet access at home will not qualify for the "CCR2 On-Line".

3. Students wishing to participate in "CCR2 On-Line" must have personal access to appropriate technology equipment and infrastructure.

      a. Students will need to verify their internet capabilities meet or exceed the following specifications:

         i. 1.5 Mb download internet speed

         ii. 1.0 Mb upload internet speed

      b. The district will provide a device for each on-line student who chooses on-line learning

4. On-line students will not be allowed to participate in extra or co-curricular activities.

5. On-line students will not be allowed to attend extra or co-curricular activities (this includes attending as an out of school guest).

6. Students will/may be required to follow their normal class schedule during the day

7. Students are expected to attend on-line sessions and will be held accountable for attendance and assignments in the virtual environment.

8. Students will be required to complete the same coursework and assessments as in-seat students.

      a. Assignments and assessments will be graded.

9. Grades will be administered the same for in-seat and on-line learning.

        a. Students who do not earn passing grades, will not pass the class/grade level.

        b. If students do not earn passing grades, they will be retained in their current grade level (K-8th grade) or be required to retake the class (9th – 12th grade).

            i. **Students may be required to attend summer school to avoid being retained and/or failing a class.**

10. Students with an IEP or 504 will need to have a meeting with team members via phone or in person, to discuss updates as needed.

vii. <u>ON-LINE EXPECTATIONS</u>:
1. Workloads comparable to in-seat students
    a. 5 ½ or more hours of school work per day.
2. Fully accountable courses
3. Rigorous content aligned to the Missouri Learning Standards
4. Teacher contact and support

c. **AMI (Alternative Method of Instruction)**:
    i. Alternative Methods of Instruction for the Crawford County R-2 School District will be very important to us this year.
    ii. **AMI refers to distance learning that will be provided when triggered by an individual, cohort/classroom, grade level, or district closure.**
    iii. Times AMI could be used:
        1. If we are closed due to an outbreak. This could be an individual student, a classroom cohort, a grade level, building-wide, or district-wide.
        2. AMI would also be implemented on an individual basis if/when a student is in "direct contact" or test positive for COVID-19.
    iv. Each building has created their own plan that is included at the end of this document.

    v. <u>THE LEARNING PROCESS</u>:
        1. Written packets are considered an acceptable AMI (short term – 1 or 2 days) option for students.
        2. We will use a virtual format for long-term closures (3 or more days)
            a. School issued devices will be used.
            b. Staff can pre-record lessons and upload them into our learning management system or a memory device.
            c. Staff can use live video conferencing or a learning management system
            d. Staff can record a live lesson and upload it to the learning management system or a memory device at a later time.

3. If a student does not have access to the internet they should be instructed to contact the teacher and or building administrator on the best option of gaining access materials.
   a. Alternative measures will be used to educate students without internet access.
   b. Parents/guardians/students may be required to come to campus to turn in or pick up work.
      i. We will work to accommodate parents/guardians/students schedule if this is required.

vi. STAFF EXPECTATIONS
   1. All teachers will engage in the virtual learning process, and paraprofessionals will continue to support instruction in the virtual environment.
   2. Teachers and/or collaborative teams will organize assignments on a common template created by each grade level/department level.
   3. Content and grade level teams are strongly encouraged to develop consistent expectations for the volume of assignments and communicate assignments in multiple disciplines to parents through Canvas 5th – 12th and One-drive K – 4th grade to avoid the need to monitor multiple templates.
   4. If AMI is needed for an extended time period (more than three days), Fridays will be utilized as intervention and support days.
      a. No new concepts or instruction will occur on Friday of each week.
      b. Fridays can be used for electives or exploratory classes or as a full remedial day.
      c. Your building Principals will communicate each individual Friday plan.
   5. Due to the nature of the situation, it is unknown if/when there will be a closure. It is vital we are prepared at any given time.
      a. Staff members will prepare 5 days' worth of lessons in advance, utilizing the district template (K – 4th grade template in One-Drive, 5th – 12th grade template is in Canvas.)
         i. Assignments will be meaningful and linked to Missouri Learning Standards.
         ii. Virtual learning platforms (e.g. Canvas, Google, Microsoft Team, One Drive, etc..) will be utilized to provide instruction.
         iii. Teachers will be expected to provide opportunities to communicate virtually with students on a routine basis and a building-level schedule will be designed to avoid overlapping of individual help sessions.

b. Look to more guidance through your building administrator on what this will look like.
6. Staff Attendance Expectations
   a. All staff will report each day and maintain proper social distancing.
      i. unless communicated otherwise
      ii. Work hours for these days may vary.
   b. Staff with on-line students are expected to conduct virtual learning from school and may be required to assist with other duties.
   c. If decided, an altered "no student" day could be used for data teaming, grade level team meetings, instructional planning, virtual lesson preparation or delivery, grading assignments/assessments, and classroom deep cleaning.

vii. STUDENT EXPECTATIONS:
1. **Learning during a closure will be different than it was last spring!!!**
   a. Students will be required to complete coursework and grades will be given like normal.
      i. During a short term closure (1-2 days), all work is due the second day school is in session, so long as the day is considered an AMI day.
      ii. During a long term closure (3 or more days), assignment due dates will be communicated as work is assigned.
   b. Grades will be administered for ALL students
      i. Students who do not earn passing grades, will not pass the class/grade level.
      ii. If students do not earn passing grades, they will be retained in their current grade level (K-8th grade) or be required to retake the class (9th – 12th grade).
         1. **Students may be required to attend summer school to avoid being retained and/or failing a class.**
   c. The minimum time expectation will also look different.
      i. Students should expect to spend between 3 – 6 hours of work each day (this includes receiving instruction and completing assignments)
         1. K = 3 hours
         2. 1st – 2nd grade = 3 ½ hours
         3. 3rd – 4th grade = 4 ½ hours
         4. 5th – 6th grade = 5 hours
         5. 7th – 8th grade = 5 ½ hours
         6. 9th – 12th grade = 5 ½ hours
         7. *A normal school day is 7 hours*

2. Students are encouraged to engage in help sessions and live sessions.
3. Students are encouraged to contact teachers with specific learning issues utilizing approved district communication methods and report instances where their questions are left unanswered.
4. Meals will NOT be provided for on-line learners.

viii. SECIAL SERVICES:
1. All K-4th grade special education teachers will utilize their One-Drive for the students on their caseload.
   a. For students who do not have online access, instructional materials must be available for parents to ensure that students are able to access the general ed. curriculum and work on IEP goals.
2. All 5th -12th grade special education teachers will utilize Canvas to push out instructional videos, assignments, announcements, and hold relevant discussions.
   a. For students who do not have online access, instructional materials must be available for parents to ensure that students are able to access the general ed. curriculum and work on IEP goals.
3. Related service providers will provide tele-therapy to all of their students. If parents do not want tele-therapy, materials will be sent to parents for students to continue working on their OT and PT goals.
4. IEP and evaluation meetings will be held virtually or by phone.
5. IEP teams may decide the most appropriate way to grade students during virtual learning in order to ensure FAPE.
6. 504 plans must be followed. The Process Coordinator will work with general ed. teachers to ensure that accommodations and modifications continue during virtual learning.

CUBA ELEMENTARY SCHOOL
AMI - extension for Level 3 or 4

AMI day(s):

1. Students will be given 5-10 days' worth of curriculum resources (ELA/Math worksheets, assessments, activities, etc.)
2. Students will be sent home with their district issued technology
3. Direct instruction in the form of videos will be uploaded by the teacher to OneDrive
   - Uploading will be done in a timely manner, but please be patient with teachers as they introduce instruction to go along with work sent home
4. The laptops and iPads will need to be briefly connected to Wi-Fi for the OneDrive to sync up and direct instruction or additional resources and plans to be available
   - Work does not need to be completed while connected to the internet
5. Work will be completed by the student, photographed, (or screenshot if in 3rd or 4th grade) and uploaded to the teacher on OneDrive (brief Wi-Fi connection needed for upload)
6. Teachers will look over student work and give feedback as necessary
7. Student work that is designated by the teacher as a grade (similar to the workload they would grade if school was in session) will be graded and sent in Remind or a PDF to the email associated with that child's SIS.
8. In the event of a long term closure, additional resources will be given to students through a pick-up process that will be communicated if the need arises
9. Parents are encouraged to contact their child's teachers if they experience issues, need assistance, or have concerns.
10. Technology
    - Kindergarten-2nd grade students will take home a district issued iPad
    - 3rd and 4th grade students will take home a district issued laptop
    - Students will be taught how to access materials on Microsoft OneDrive
11. Communication
    - Teachers will be available for questions and assistance throughout the educational week
    - Methods for communication between teachers, students as parents will include:
      - Email at least once a week, but available for parents to email teachers throughout the week
      - Phone calls as needed (during scheduled teacher work hours)
      - Messaging through other electronic means (Remind, Class Dojo, etc)
      - Zoom teleconferences for assistance and explanation when needed

CUBA MIDDLE SCHOOL
AMI - extension for Level 3 or 4

AMI day(s):

1. Written packets are considered an acceptable AMI (short term – 1 or 2 days) option for students.
2. We will use a virtual format for long-term closures (3 or more days)
   - All middle school students will be issued a laptop to use at home.
   - Staff can pre-record lessons and upload them to Canvas or a memory device (jump drive) for students who do not have internet access.
   - Staff will use live video conferencing via Microsoft Teams to communicate with students and to share instructional content.
   - Teachers will provide weekly lesson outline/schedules to share out with students and parents via email through SIS, Canvas and through our CMS Facebook page.
   - Staff can record a live lesson and upload it to Canvas or a jump drive at a later time.
   - Students who are quarantined, may be required to follow their class schedule.

3. <u>Alternate measures:</u>
   - If a student does not have access to the internet, he/she will be issued a jump drive to gain access to lessons and assignments.
   - Teachers will provide a paper lesson outline/schedule for the week's assignments.
   - Assignments placed on jump drive can be completed on notebook paper when a printer is not available.
   - Parents/guardians/students may be required to come to campus to turn in or pick up work and/or jump drives.
   - Teachers and administrators will work to accommodate parents/guardians/students schedule if this is required.

4. <u>STAFF EXPECTATIONS</u>
   - Grade levels will create a specific weekly lesson outline, to be communicated through SIS and Canvas, with students and parents regarding daily assignments.
   - Lesson outlines will be shared with administration by the lead teacher each week. Administration will post the lesson outlines on the building Facebook page.
   - Staff members will prepare five work days' worth of lessons in advance, utilizing Planbook.com and Canvas.
   - Virtual learning platforms (e.g. Canvas and Microsoft Teams) will be utilized to provide instruction.
   - Each teacher will be expected to provide opportunities to communicate virtually with students throughout the week. Each grade level will create a schedule for their support/collaboration times to be shared with students, parents and administration.
5. Parents are encouraged to contact their child's teachers if they experience issues, need assistance, or have concerns.

CUBA HIGH SCHOOL
AMI - extension for Level 3 or 4

AMI day(s):

1. Teachers will continue with teaching at their scheduled time.
   - Microsoft Teams will be used so students have live access to their teacher
   - Classroom or Home (depending on building closure)
   - Students who are quarantined, may be required to follow their class schedule.

2. Students that were face to face will take on a temporary Virtual Learner
   - All lessons will be recorded.
   - Students who are absent will be able to access lessons via Canvas

3. Teachers will communicate with their students a minimum 2-3 times a week using Canvas and/or Microsoft Teams
   - Emails will be sent weekly as well.
   - Phone calls will be made to reach students who are not showing up for the class or those students who are struggling.
   - Parents are encouraged to contact their child's teachers if they experience issues, need assistance, or have concerns.

4. Students with no internet:
   - Use of flash drives (2 per student will be used)
   - 1-2 days will be used to allow teachers to record lessons for those students who will not be able to participate virtually (intro paper packets may be used for 2 days' worth, while teachers are able to record new instruction).
   - The drives will be picked up at school
   - The Principal and Assistant Principal will be made available to parents who work and cannot get to school during a normal 7-3 day.
   - All the recorded lessons will be downloaded onto the next flash drive. When the parent drops off the previous drive with the work, then the new drive will be given. This will alternate until the school reopens.
   - Drives that are not picked up, will be delivered by CHS building administration.