

Alton School District Remote Learning Plan
March 16, 2020

Goal: To provide meaningful instruction to all students using a remote learning platform. Equitable learning opportunities will be provided to meet individual learning needs, technology accessibility, and learning support.

What to do to Prepare prior to Wednesday, March 18, 2020

- Visit the school to retrieve anything that might be needed for remote learning. Grades 3-8 will need their Chromebook along with other personal items. To minimize contact, entry into the building will happen in the following manner and is outlined in the Remote Learning Plan you received earlier today:
 - PreK-Grade 1 may come in from 2:00-3:00 on Monday or 7AM to 8AM on Tuesday
 - Grades 2, 3 and 4 may come in from 3:00-4:00 on Monday or 8AM to 10AM on Tuesday
 - Grades 5 and 6 may come in from 4:00-5:00 on Monday or 10AM to noon on Tuesday
 - Grades 7 and 8 may come in from 5:00-6:00PM on Monday or noon to 2 on Tuesday
 - If you cannot make it into the school at your designated time, you may report between 6PM and 7PM on Monday or 2:00-3:00 on Tuesday.
 - Of course, if you have more than one child, select one of their times and pick up items for all of your children at the same time. This timed plan can be found in the Remote Learning Plan that you received earlier today. You are strongly encouraged to come in during your designated time.
 - The student and their parent. are asked to enter through the main door, sign in, go directly to the destination, and then sign out at the main door before exiting.
- Establish a study location where learning will take place
- Establish a routine schedule for “attending school”
- Log onto the ACS website (myacs.org), find the teacher’s webpage and/or Google Classroom site. 3rd through 8th Grade students should verify that they have access to their teacher’s Google Site at classroom.google.com.
- If you do not have connectivity available and would like to use one of the mobile modems, call the school office at 875-7500 and request that one be delivered to your home. There are only a limited number available and it will be on a first come first served basis.
- If you do not have connectivity available, call the school office at 875-7500 and request that a packet of work be delivered to your home. Please leave your name, address, phone number, and the name of your child’s teacher. A staff member will deliver it to your door.
- [Email your child’s teacher](#) with any initial questions you might have.

On Wednesday, March 18, 2020

- Institute the remote learning schedule, providing as much support as possible.
- Visit the myacs website. The Scrolling Banner is the “one stop shopping” location for remote learning video resources, notices, and communication links
- If the students go to classroom.google.com they will be there.
- Having difficulty with technology? Contact our stellar IT Department through the “Scrolling Banner” or call 875-7500 and ask for IT. Immediate help will be available from 7AM - 3:30 PM.
- Meals will be available to students. For more information, [please read the details](#) from the Food Service Director, Mr. Cowan.
- Visit the Remote Meal [form](#) to order food (if you would like to take advantage of that). The form can be filled out on Wednesdays.
- Contact your child teacher(s) with any questions you might have. Younger children will need your help accessing materials. Again, if you need packets of activities delivered to you, call 875-7500 with your name, address, phone number, and the name of your child’s teacher.

Expectations of Students

Grades 3-8

- Students will use Chromebooks to access Google Classroom and other resources as designated by the teacher.
- Check in every day with the teacher to complete assignments
 - a. Student “attendance” will be recorded each day by the teacher, so daily check-in by the student is essential.
- Work at least 3 hours each day--stay current with work
- Maintain some type of routine schedule
- Students could begin to feel isolated. Take advantage of the “Scrolling Banner” on the myacs.org website to communicate in real-time with the guidance counselors or social worker
- Complete core subjects and Unified Arts assignments

Grades K-2

- With family assistance, check teacher webpage daily for resources and assignments
- Work at least 3 hours each day; this can include activities such as independent reading, math fact practice, playing music and doing art projects.
 - Student “attendance” will be recorded each day by the teacher, so daily check-in by the student is essential.

PreSchool

- PreK Teachers will check in with parents on a regular basis to find out how students are doing and support home life as much as possible

Parent/Guardian Expectations

- Assist children with assignments
- Contact the teacher with questions, concerns
- Contact the ACS office (875-7500) if packets of work need to be delivered due to lack of connectivity
- Contact the ACS office if a modem for connectivity is needed. ACS has modems for home use available on a limited basis and can be delivered to you.
- Help your child maintain a routine for learning. For example, have them wake up at a reasonable hour in the morning, attend to learning through the morning, allow some “down time” and schedule time for lunch, and then return to some learning during the early afternoon.
- Encourage video chats and phone calls with friends and relatives to help keep their social senses robust.

Expectations of Teachers/Staff

- Instruction will be relevant and closely tied to the grade level standards.
- Classroom teachers will be paired with another staff member or paraeducator to ensure that there is a consistency of connection with students.
- Office hours will be held for at least four (4) hours each day. Teachers will notify students of their availability.
- Unified Arts Specialists will follow their usual schedule; posting assignments and number of students who participated.
- Teachers will track numbers of students who are working each day and complete the participation sheet each day.
- Assessments will be used to measure student growth.
- Case Managers and Paraeducators will monitor classroom work and assist special education students. Regular contact should be made with the parents of students who may require specialized assistance.
- Speech, OT, and PT may be offered at the school on a limited basis in a localized area. The case manager or the Special Education Director will be in contact with parents regarding this service.

Expectations of Office Staff/Administration

- The following staff will be available during the regular school day for your convenience: SAU Staff, ACS Administrators, ACS office staff, technology staff, facilities staff, Nurse
- We will be available to:
 - Answer phone calls, emails

- Daily monitor of CDC, DHHS, DOE, Local Emergency Responders
- Monitor student growth
- Send out a daily message to families with updates and resources
- Monitor the participation document, encouraging students and families to “attend school” every day
- Monitor and assist with the food service program
- Deliver lessons, modems as needed
- Daily management of the building and district; all other as needed

Expectation of Services/Resources During Closure

- The “Scrolling Banner” on the myacs.org website will be a “one stop shopping” location for your remote needs--this will be made public on Tuesday, March 17. You will find links for tech help, video resources, connection to the guidance department, a link for the food service form, etc.
- The Technology Department will provide services and resources to teachers, staff, parents and students
- The Nurse will be available to answer health related questions at 875-7500 and ask for the School Nurse
- Special Education services will be provided remotely when possible. Speech, OT, and PT may have limited access to the building. Pam MacDonald, the Special Education Director, will be in touch with those families who need the service.
- Food Service will provide meals (pick up or delivery). See the information under “March 18, 2020”.

Timeline

We are hopeful to be back in school on our target date of March 30, 2020. Families will be notified with up-to-date information and this situation unfolds.

On a personal note- Although we may not see each other every day, we are a community and will certainly weather this storm. If there is anything at all that you or your family needs, please do not hesitate to reach out to us.

Stay well ~ Pam Stiles, Superintendent.