



## Elmwood #322 e-Learning Plan/Alternative Learning Day (ALD)

The Elmwood School District may implement an Alternative Learning Day, also known as an e-Learning day, in the event school must be cancelled. An Alternative Learning Day (ALD) may be issued in place of an emergency day, as defined by the Illinois State Board of Education. In most cases, an ALD would likely be used in the case of closing school due to poor weather conditions but could be used for other emergency situations (loss of power, water, or other need to close one or all school buildings). This document summarizes the District's plan for implementing an ALD.

**Issuing an ALD:** In the event conditions are such that school must be cancelled, administration will do its best to make that determination by 6:00 AM. Sometimes this is not possible, as conditions can change rather quickly in Central Illinois, but the goal will be to make the determination by the specified time. Once the decision is made, students, staff, and parents will be notified via (in order of sequence):

- District call system (email/text/phone);
- Announcement utilizing our website ([www.elmwood322.com](http://www.elmwood322.com));
- Communication via local television/radio stations.

If an ALD is implemented, everyone will be notified in the same manner as when school is cancelled (email/phone/text/website/television). Students will be expected to utilize the day to work on their required assignments/activities as described below in the Student Assignments/Activities section.

**Student Assignments/Activities (5 clock hours):** Expectations for student assignments/activities are going to vary greatly based on grade levels and subject matter. However, it is important to remember that activities should be about reinforcement and review of already learned material. It is also important to realize that many students may have other responsibilities (shoveling snow, watching siblings, helping on the farm, etc.) or be in a different environment (at a grandparent's house, in daycare, at work with a parent, etc.). For those students with multiple classes, remember that they will have work from each teacher.

- PreK – 5th Grade: Teachers will provide students with a “choice board” that will be sent home and/or electronically available to students/parents as soon as possible. It is important that the choice board not be solely dependent on the use of technology, as many grade school students may not have access to a device/internet during an ALD. It is also important that students have the choice board prior to the issuance of an ALD. Depending on student access to technology, it may be possible to add a “choice” to the choice board involving teacher communicated assignment. For example, one choice under one row could state “email assignment”.

- 6th – 12th Grade: Teachers will provide students with an email/announcement announcing their assignment(s) by 9:30am on the morning the ALD is initiated. For students who may not have access to the internet, it is recommended that teachers have “alternative” assignments/activities that students may work on that are not dependent on technology. These alternative assignments/activities should be communicated to students/parents prior to the possibility of an ALD...sending a “choice board” or packet home with the student(s) that is kept at home and ready to be completed if an ALD is initiated.
- Special Education Services: Special education personnel will be available to students through electronic sources as applicable, based on student need and IEP goals. Modifications and adaptations will also be included in all assignments, based on the needs of the student and IEP goals.

**Student Accountability:** Students will be accountable for completing the assigned tasks in the same manner as any other excused absence. Students will have two days make up for each ALD utilized. Students will only receive a “present” for attendance once work is completed. Teachers are encouraged to hold students accountable for completing work as they would with any missing assignments.

**Student Attendance:**

- PreK – 5th Grade: Teachers will send completed, signed assignment sheets to the School Office. If a student does not turn in a completed, signed sheet, or their work has not been completed, the student will be marked absent. All student absences on these days will be marked excused.
- 6th – 12th Grade: Once students return to school, teachers will send a list of students that **did not** adhere to the specified criteria for ALD attendance to the School Office. Those students will be marked absent. Each teacher will send an email for their class(es) to the office by the end of the makeup day(s) after the ALD(s) is/are completed (remember, students have one day to make up work for each ALD).

**Teacher Availability:** Teachers are expected to be available to students/parents from 9:00am to 2:30 PM via email. For many teachers, other systems may work better than email (Google Hangouts, SeeSaw, Google Classroom, TeacherEase, etc.). Staff are encouraged to utilize these other communication tools as the situation dictates. However, all teachers will check their email at least once per hour and provide feedback and guidance to students/parents on an as needed basis. The District understands that many teachers have their own responsibilities that may arise with these days. The District also understands that there will be time spent in follow up activities after the ALD (reviewing completed assignments, providing support for students without internet access, encouraging students to complete assignments, etc.). As appropriate, teachers will utilize the time to continue working on their Professional Learning Plan, being sure to summarize their learning in the learning log.

**Non-Certified Staff:** Custodial staff will be expected to work their regular hours, although those hours may be shifted to earlier/later as needed. Cafeteria workers will be allowed to make up their hours (adding hours throughout the work week – completed within the pay period that the ALD falls) or immediately take a personal/sick day. Aides may be required to be available to students (as teachers) if student needs dictate. If an aide's services are not needed, they may make up their hours (adding hours throughout the work week – completed within the pay period that the ALD falls) or immediately take a personal/sick day. All made up hours must be approved by the building principals. Daycare workers will be expected to report to work, unless the daycare is closed. If the daycare is closed, daycare workers may make up their hours (adding hours throughout the work week) or immediately take a personal/vacation day. Daycare workers must have approval of any made up hours through the Daycare Director prior to making up those hours. Bus drivers may utilize personal/sick days within the pay period that the ALD falls.

Any full time employee may make up hours if those hours do not move the employee into overtime. For most full-time employees, hours will need to be made up within the work week that the ALD occurs. Full time employees may also choose to take a personal day or vacation day if available.