

## **Monroe Alternative Learning Day Plan (e-Learning Plan)**

The Monroe Elementary 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 6:00am. Sometimes this is not possible, as conditions can change rather quickly in Central Illinois, but the goal will be to make the determination by 6am. Once the decision is made, students, staff, and parents will be notified (in order of sequence):

- through our District call system (email/text/phone)
- through the main page of our website ([www.monroe70.org](http://www.monroe70.org))
- through Facebook

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, especially at the primary grade levels where students are not issued a Chromebook to take home, 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, 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 – 4th Grade: Teachers will provide students with a “choice board”, or list of assignments to be completed that will be sent home and/or electronically available to students/parents as soon as possible. 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”. This might help with upper grades where teachers may want to add more timely, relevant assignments, understanding that not all students will have access to email and could therefore choose another available option.

- 5th – 8th Grade: Teachers will provide students with an electronic announcement announcing their assignment(s) by 9:00 am on the morning the ALD is initiated. For students who may not have access to the internet, teachers will 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 one day 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 – 4th 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.
- 5th – 8th Grade: Upon students return to school, teachers will send a list of students that did not take care of their responsibilities 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 by email. For many teachers, other systems may work better than email (Google Classroom) and staff are encouraged to utilize these 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 (supervising their own children, shoveling snow, etc.). 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, secretarial, and administration will be expected to work their regular hours but may be modified. Although those hours may be shifted to earlier/later as needed (snow removal). 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 or over the summer), or take a personal/sick day. This same plan applies to any hourly employee who wishes to make up pay.

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.