

Richmond R-XVI School District

Alternative Methods of Instruction (AMI) Weather Closure Handbook 2021-2022



Purpose

Richmond R-XVI School District recognizes the need to have a plan of action in place in the event the district is unable to conduct classes as normal due to weather. Alternative Methods of Instruction (AMI) days will be communicated by Spartan Alerts, local news/radio stations and email. AMI days are outlined in this handbook and, if used correctly, will possibly exempt the district from being required to make up school days lost in the event of a school closure.

Expectations of Certified Staff

Days classified by the district as AMI days are considered regularly contracted days and as such, certified staff are required to work from home or an alternative remote location. Teachers should always have their district-issued email accessible, contact information current, textbooks and other hard-back materials ready to take home at any time. They should also have passwords available to be able to access accounts outside their classroom, and have clearly communicated with students and parents about their contact information. AMI work-from-home requirements are outlined in this handbook. If you do not see or are not sure which category applies to you, ask your direct supervisor or building principal for clarification. The PK-5 checklist can be found on pg. 3. The 6-12 checklist can be found on page 4.

Expectations of Students

Days classified by the district as AMI days are considered regularly scheduled school day(s) and as such, students are required to complete assignments/schoolwork from home or an alternative remote location. Students are expected to take their school issued device home when AMI days are possible. AMI requirements for students are outlined in this handbook. If you have any questions, please contact your teacher/counselor or building administrator via email. The PK-5 checklist can be found on pg. 3. The 6-12 checklist can be found on page 4.

*Completion of all AMI lessons and activities will verify student attendance.

Expectations of Parents/Guardians

Days classified by the district as AMI days are considered regularly scheduled school day(s) and as such, parents/guardians are asked to monitor students completion of assignments/schoolwork from home or an alternative remote location. Please check with your student to make sure they have their device on AMI days. AMI requirements for students are outlined in this handbook. If you have any questions, please contact your student's teacher/counselor or building administrator via email.

*Completion of all AMI lessons and activities will verify student attendance.

Expectations of Special Education Instruction

All accommodations/modifications in your student's IEP (Individualized Education Plan) will be applicable with all assignments. Please contact your building Special Education Teacher or Process Coordinator if you have questions about modifying your student's assignments.

PK-5 Student Checklist

<input type="checkbox"/>	Check your student email and GOOGLE Classrooms for the day's assignments at 8:45 a.m.
<input type="checkbox"/>	Complete assigned activities.
<input type="checkbox"/>	Email any questions you have to your teacher.
<input type="checkbox"/>	Check your student email and GOOGLE Classrooms at 11:00 a.m. for any updates.

PK-5 Teacher Checklist

<input type="checkbox"/>	Create and post a Reading OR Writing lesson by 8:30 a.m.
<input type="checkbox"/>	Create and post a Math Lesson by 8:30 a.m.
<input type="checkbox"/>	Create and post a morning message for students explaining the lessons and expectations for the day by 8:30 a.m.
<input type="checkbox"/>	Give feedback on assignments and respond to emails during the weather day.
<input type="checkbox"/>	Specials/Title I/SPED teachers will post a lesson to each grade level by 8:30 a.m.
<input type="checkbox"/>	Counselors and Social Workers will make contact with students by posting a social/emotional lesson and completing individual check-ins.

6-12 Student Checklist

<input type="checkbox"/>	Check your student email and GOOGLE Classrooms for the day's assignments at 8:45 a.m.
<input type="checkbox"/>	Complete assigned activities.
<input type="checkbox"/>	Email any questions you have to your teacher.
<input type="checkbox"/>	Check your student email and GOOGLE Classrooms at 11:00 a.m. for any updates.

6-12 Teacher Checklist

<input type="checkbox"/>	Create and post a lesson for each of your courses by 8:30 a.m.
<input type="checkbox"/>	Create and post a morning message for students explaining the lessons and expectations for the day by 8:30 a.m.
<input type="checkbox"/>	Give feedback on assignments and respond to emails during the weather day.
<input type="checkbox"/>	Specials and SPED teachers will post a lesson for each course by 8:30 a.m.
<input type="checkbox"/>	Counselors will make contact with students by posting a social/emotional lesson and completing individual check - ins.