

Union R-XI School District



Alternative Method of Instruction

2021-2022

Union R-XI School District Alternative Methods of Instruction (AMI) Plan

School Roles and Responsibilities	
District Office	<ul style="list-style-type: none"> • Support faculty and students/families shifting to a distance learning environment • Keep admin and faculty apprised of any new changes • Link COVID-19 information on the district web site
Technology Department	<ul style="list-style-type: none"> • Provide technology repair support for students • Support faculty and students/families shifting to a distance learning environment • Provide support to assist faculty with using district identified resources
Principals	<ul style="list-style-type: none"> • Support communication between teachers and their students • Support faculty and students/families shifting to a distance learning environment • Support teacher development of AMI-X
Core/Elective Teachers	<ul style="list-style-type: none"> • Collaborate with other members of your team or department to design supplemental learning experiences for your students as needed. • Use district resources and curriculum to develop resources (Virtual Learning Guides) • Communicate and deliver learning experiences to students through district communication channels (email, Google Classroom, etc.) where appropriate. • Make sure parents are aware how to access the resources (if login requires) • Communicate with parents or students at least once per week.
Instructional Coach	<ul style="list-style-type: none"> • Regularly check in with subject and classroom teachers to identify ways to support their design of supplemental learning experiences • Provide vetted online resources for their content area specialties • Be available for teachers and students as needed for support and respond to identified instructional needs
Title I /ELL/Gifted Teachers	<ul style="list-style-type: none"> • Communicate regularly with the subject or classroom teachers who teach the students on your caseload • Collaborate with classroom teachers and support as needed • Provide supplementary learning activities for students as needed • Communicate with parents as appropriate
K-5 Specials (PE, Music, Librarian, Art)	<ul style="list-style-type: none"> • Develop activities being mindful of resources families may/may not have at home • Add resources to each grade level • Communicate with students/families as appropriate
Counselors	<ul style="list-style-type: none"> • Serve as a liaison for communication with students/families in crisis • Provide resources for students and families to support them while they are away from school
Special Education Teachers	<ul style="list-style-type: none"> • Communicate regularly with the subject or classroom teachers who teach the students on your caseload • Collaborate with classroom teachers and support as needed • Provide supplementary learning activities for students as needed • Communicate with parents as appropriate • Document in students' Form G services given during long term closure in compliance with that child's Form G plan • Hold annual IEP meetings virtually or via phone to remain in compliance • Complete re-evaluations by due dates to remain in compliance

Ways Students Can Support Their Learning

- Establish daily routines for engaging in the learning experiences
- Identify a space in your home where you can work effectively and successfully
- Regularly monitor online platforms such as your Google Classroom
- Communicate with your teachers as needed if you have questions or need support
- Comply with School Internet Safety policies including expectations for online etiquette
- Limit non-academic screen time

For questions about...	Contact
a course, activity, or resource	the relevant teacher
a technology related problem or issue with a district device	the district's technology department at helpdesk@unionrxi.org
a personal, academic or social-emotional concern	your building counselor
other issues related to distance learning	your school principal or assistant principal

Ways Parents Can Support Student Learning

Provide support for your children by:

- Establishing routines and expectations
- Defining the physical space for your child to study
- Monitoring communications from your child's teachers
- Beginning and ending each day with a check-in
- Taking an active role in helping your child process his/her learning
- Establishing times for quiet and reflection
- Encouraging physical activity and/or exercise
- Remaining mindful of your child's stress or worry
- Monitoring how much time your child is spending online

For questions about...	Contact
a course, activity, or resource	the relevant teacher
a technology related problem or issue with a district device	the district's technology team at: helpdesk@unionrxi.org
a personal, academic or social-emotional concern	your child's building counselor
other issues related to distance learning	your school principal or assistant principal

General Guidelines for Level 3 - Connected Virtually Instruction

<p>Level 3 - Connected Virtually Instruction Defined</p>	<ul style="list-style-type: none"> ● Union R-XI School District offers the following guidance for Level 3 - Connected Virtually Instruction. <ul style="list-style-type: none"> ○ Curriculum goals, grading, and student expectations remain the same ○ Google Classroom will be utilized as the main instruction and communication platform ○ Union R-XI District Curriculum will be delivered per that content's scope and sequence
<p>Instruction</p>	<ul style="list-style-type: none"> ● Preschool and Elementary School will keep activities/lessons to approximately 30-40 minutes per day per content area. ● MS/HS keep activities/lessons to approximately 4-5 hours per day depending on course schedule ● Make sure that all directions for activities are clear and detailed ● Collaborate with your colleagues as appropriate <ul style="list-style-type: none"> ○ Students taking the same courses or in the same grade should be expected to do the same activities ● Provide students ample time to complete activities - more time than you would usually provide in class may be necessary for students ● Assignments/directions will be posted on Google Classroom by all teachers ● Instructions will occur in the forms of video, digital content and discussion boards.
<p>Feedback</p>	<ul style="list-style-type: none"> ● Provide clear communication regarding where/how parents and students should ask questions and seek clarification ● Provide timely feedback for applicable items ● Actively monitor your email for questions and communications from students/families during the designated elementary schools office hours Monday-Friday. ● Actively monitor your email for questions and communications from students/families during the designated office hours: Elementary Schools 7:15am-3:15am and Secondary Schools office hours 8:20 AM-3:20 PM Monday-Friday. ● Grades K-5: Standards based reporting data points will be collected from work done through Google Classroom and grades will be maintained in the same manner as in seat students ● Grades 6-12: Grades will be maintained on a weekly basis in the SIS gradebook for all students using Google Classroom as their instructional delivery system.
<p>Online AND Offline Work</p>	<ul style="list-style-type: none"> ● For online work: <ul style="list-style-type: none"> ○ Use district supported platforms such as Google Classroom, Google Suite and additional programs with paid subscriptions (No Red Ink, Grammarly, Great Minds, Benchmark Universe etc.) ○ Consider including activities such as reading, engaging in discussions with a family member or friend remotely, writing in a journal, and other activities that are open-ended and promote creativity and critical thinking. ● For offline work: <ul style="list-style-type: none"> ○ Students are expected to briefly connect to Wi-Fi to download all necessary content needed to work offline as often as needed.

	<p>Students may access Wi-Fi from any Union R-XI school parking lot or designated Wi-Fi Zone inside the school building (<i>pending state and federal approval</i>)</p> <ul style="list-style-type: none"> ○ Paper copies will only be provided as a last resort for students who cannot access Wi-Fi throughout the week. The picking up of paper copies is at the responsibility of the student at the respective building the student attends. ○ Flash drives may be provided to add storage capacity to student Chromebooks. ○ Students may have to delete old files to create space for new files. ○ PreK-5: Paper Copies/Flash Drives will be provided by the grade level/content teams and will be available for pickup and delivery ○ PreK-5: Paper Copies/Flash Drive work should mirror online work
<p>“Office Hours”</p>	<ul style="list-style-type: none"> ● All staff will be available to their students and parents by email, phone calls (use*67 before dialing phone # to block your #) and via identified communication tools and digital platforms ● Designated office hours for elementary schools are Monday - Friday 7:15 am - 3:15 pm. ● Designated office hours for secondary schools are Monday-Friday from 8:20 am - 3:20 pm. ● Teachers will be expected to reply to students/parents in a timely manner, within a minimum of 24 hours Monday-Friday ● If you cannot fulfill these requirements please work with your building principal.

Early Childhood and Elementary

Priorities

- Learning will be focused around Missouri Learning Standards per course and should align with Union R-XI curriculum scope and sequence.
- The primary tools for communication between teachers and families will be email, phone communication, etc.
- Special education teachers will instruct on IEP goals in accordance with Form G

Approximate Time Frames for Learning

Preschool	
30 minutes	Fine Motor Domain Practice
30 minutes	Large Motor Domain Practice
30 minutes	Cognitive Domain Practice
30 minutes	Social/Emotional Domain Practice

Kindergarten to Fifth Grades	
60-75 minutes per day	English/Language Arts
30-35 minutes per day	Mathematics
20 minutes per day	Science
20 minutes per day	Social Studies
10-15 minutes per day	Art, Music, PE, Counselor, and Library teachers will provide a range of activities that continue to support the current program Special Areas
Flex Learning	Reading aloud and independent reading Board games and challenges with math/strategy/critical thinking Puzzles Designing and building structures with blocks or other available materials
Total Distance Learning Time: approximate hours may vary by grade	

Middle School

Priorities

- Learning will be focused around Missouri Learning Standards per course and should align with Union R-XI curriculum scope and sequence.
- The primary tools for communication between teachers and families will be email, the district website, and Google Classroom, etc.
- Special education teachers will instruct on IEP goals in accordance with Form G

Approximate Time Frames for Learning

Grades 6, 7 & 8

30-45 minutes per day

Per Course [Union Middle School Home Based Learning Plan](#)

Total Distance Learning Time: approximately 3 hours per day

High School

Priorities

- Learning will be focused around Missouri Learning Standards per course and should align with Union R-XI curriculum scope and sequence.
- The primary tools for communication between teachers and families will be email, the district website, and Google Classroom, etc.
- Special education teachers will instruct on IEP goals in accordance with Form G.

Approximate Time Frames for Learning

Grades 9, 10, 11, 12

35-45 minutes per day

Each scheduled high school course [9-12 UHS Learning Guide](#)

Total Distance Learning Time: approximately 4-6 hours per day, approximate hours vary based upon course enrollments.



WILDCATS

Union R-XI School District

K-5 Elementary Virtual Learning Resource Guide

Mathematics	English Language Arts	Science	Social Studies
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Union R-XI Google Tool Supports - Google Tools save you time, keep you organized, and allow you to connect and collaborate with your students in real time. The links below provide you with resources and tips from educators like you. **[Work on Google Docs, Sheets, & Slides Offline](#)**

Google Classroom Trainings Elementary Google Classroom Template	Google Forms Trainings Thirty Ways to Use Google Forms
Google Doc Trainings Ten Ways to Use Google Docs	Google Meet Trainings Google Meet User Guide
Google Slides Trainings How-to Convert PowerPoint to Google Slides	Google Chat Trainings Use Google Chat in Gmail

Union R-XI Online & Communication Tools

Screencastify	Screencastify makes it easy to record, edit, and share videos of your computer screen. Recordings can easily be shared via email and Google Classroom. Videos are automatically stored in Google Drive.	Screencastify User Guide Screencastify for Beginners
Zoom	Zoom provides teachers to host meetings with up to 100 participants, and to allow students to wordlessly signal to the teacher that they have a question, brainstorm on a virtual whiteboard, and collaborate on projects by annotating documents on other students' screens.	Zoom User Guide Zoom Tips and Tricks
Remind	Remind is a two-way communication tool for updates, instruction, and more for teachers and parents.	Resources for Remind
Chromebook Tips & Tricks	How-to's and "did you know?" facts about Chromebooks	Chromebook Tips and Tricks

Union R-XI Online Tools - Content Specific		
MATH	Great Minds/Eureka Math - Clever login <ul style="list-style-type: none"> • InSync - (K-5) • Affirm (5th Grade ONLY) • Equip - (1-5) 	Great Minds - Eureka Math <ul style="list-style-type: none"> • InSync Help • Affirm Help • Equip Help
	Zearn Math - Clever login - (K-5)	Managing Your Zearn Account Implementation Resources Zearn Help Center
	Reflex Math - Clever login - (1-5)	On-Demand Reflex Math PD, The Basics for Teachers Reflex Math Teacher Guide
	Prodigy Math - (1-5)	Support for Teachers Assignments & Plans Math Skills by Grade
ELA	BENCHMARK UNIVERSE (online resources for Benchmark Workshop) Classroom Teachers Login through CLEVER (K-5) SPED/Title Teachers Login URL: https://unionrxi.benchmarkuniverse.com Username: unionrxi_edu Password: password	Virtual Teaching and Learning Guide Virtual Professional Learning
SCIENCE	Science At-Z - (Kindergarten - 3rd Grade)	Helpful Tips A-Z Usernames/Password <ul style="list-style-type: none"> • SPED <ul style="list-style-type: none"> ○ Username - holdmeyer ○ Password - Wildcats20 • Kindergarten <ul style="list-style-type: none"> ○ Username - bmeyer45 ○ Password - Wildcats20 • First Grade <ul style="list-style-type: none"> ○ Username - ahopen0 ○ Password - Wildcats20 • Second Grade <ul style="list-style-type: none"> ○ Username - aguelbert1 ○ Password - pdewildcats2 • Third Grade <ul style="list-style-type: none"> ○ Username - ccooper140 ○ Password - Wildcats20 • Fourth Grade <ul style="list-style-type: none"> ○ Username - ldunne1 ○ Password - Wildcats20 • Fifth Grade <ul style="list-style-type: none"> ○ Username - mjessica16

		<ul style="list-style-type: none"> ○ Password - Wildcats20
	mySci - (4th - 5th)	mySci K-5 Lesson Preparation and Planning Tool
	Generation Genius - (K-5th)	Missouri Standards Alignment Select Your Building Username: <ul style="list-style-type: none"> ● Beaufort - unionrxibe ● Central - unionrxice ● Prairie Dell - unionrxipde Password for All - Wildcats2021
Social Studies	BrainPOP - Clever login DESE Distance Learning Resources Project Choice Menu for Topic Being Covered	Missouri Social Studies Standards
Special Areas	Special Area Learning Guides	
All Content	Student Home-Based Send Home Checklist	This is a checklist that can be used as a reminder for things to be sent home during a closure or quarantine.



WILDCATS

Union R-XI School District

6-8 UMS Virtual Learning Resource Guide

UMS Google Classroom Expectations	Google Classroom A Day Example Google Classroom B Day Example	Course Syllabus
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Google Classroom Trainings	Google Forms Trainings Thirty Ways to Use Google Forms
Google Doc Trainings Ten Ways to Use Google Docs	Google Meet Trainings Google Meet User Guide
Google Slides Trainings How-to Convert PowerPoint to Google Slides	Google Chat Trainings Use Google Chat in Gmail

Union R-XI Online & Communication Tools

ScreenCastify	ScreenCastify makes it easy to record, edit, and share videos of your computer screen. Recordings can easily be shared via email and Google Classroom. Videos are automatically stored in Google Drive.	ScreenCastify User Guide ScreenCastify for Beginners
Zoom	Zoom provides teachers to host meetings with up to 100 participants, and to allow students to wordlessly signal to the teacher that they have a question, brainstorm on a virtual whiteboard, and collaborate on projects by annotating documents on other students' screens.	Zoom User Guide Zoom Tips and Tricks
Remind	Remind is a two-way communication tool for updates, instruction, and more for teachers and parents.	Resources for Remind
Chromebook Tips & Tricks	How-to's and "did you know?" facts about Chromebooks	Chromebook Tips and Tricks

Union R-XI Online Tools - Content Specific

MATH	Great Minds/Eureka Math - login through CLEVER <ul style="list-style-type: none">• Affirm (6-12 math courses)• Equip - (6-12 math courses)• inSync - (6-12 math courses)	
SCIENCE	Inspire Science	



9-12 UHS Virtual Learning Resource Guide

Teacher Expectations for Learning with Google Classroom

- All teachers are expected to use Google Classroom from the beginning
- Why?
 - Ease transition into a 5 day virtual model or blended model
 - Assist students in the use of the tool while currently attending
 - Provide consistency across the board for parents, students and teachers
 - Allow quarantined students to keep up with the pace and assignments
 - Allow quarantined teachers to manage classes from home (if capable)
 - Teachers and students are already familiar with the platform
- Post all assignments on Classroom
- Create class for each hour
- Post your syllabus
- Post your contact information
- Post required resources needed to complete assignments
- Communicate with quarantined students
- Post reminders when appropriate
- Post a weekly agenda at the start of the week. Include due dates.
- Provide the option of choice when possible to allow students to learn how they want to learn
- Teach and encourage students how to download videos while they have the Wifi so there won't be any streaming issues at home. Students without WiFi can find a spot, download what they need and return home.
- Invite parents to join classes
- Provide daily/weekly feedback
- Invite administrators to each course (not each class)
- Make assessments compatible for Classroom use

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Offline Mode Setup

[Instructions to work on Google Docs, Sheets, & Slides Offline](#) (students can create, open and edit your recent Google Docs, Sheets and Sides files on this device while offline) Students cannot open new documents in offline mode.

[Google Offline Use Instructions](#) supplied by Mr. Wilson

[Google Classroom Trainings](#)

[Google Forms Trainings](#)
[Thirty Ways to Use Google Forms](#)

[Google Doc Trainings](#)
[Ten Ways to Use Google Docs](#)

[Google Meet Trainings](#)
[Google Meet User Guide](#)

Google Slides Trainings How-to Convert PowerPoint to Google Slides	Google Chat Trainings Use Google Chat in Gmail Tips and Tricks
Google Voice Tutorial	Google Sites Step-by-Step Tutorial

Missouri Edu-Sail Videos: Distance Learning Strategy Videos

Each video is approximately 60 minutes long and comes with a separate link just to the slide show. The slideshows have resource links embedded in them.

Community Building PowerPoint Presentation	Fine Arts, Practical Arts, Industrial Arts, and Modern Language Tips PDF Presentation
Distance Learning with Technology PowerPoint Presentation	Meeting the Diverse Needs of Learners PowerPoint Presentation
Distance Learning without Technology Slides Presentation	Integration of Social-Emotional Learning in Academics PowerPoint Presentation
High School Tips and Suggestions Slides Presentation	Establishing Strong Family-School Connections Slides Presentation

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Remind	Remind is a two-way communication tool for updates, instruction, and more for teachers and parents.	Resources for Remind
Grammarly	Grammarly is simply a grammar tool that works alongside Docs and Word to help users become better writers. The plagiarism tool is very helpful.	Grammarly Sign-up Instructions What does it do? Danika intro video
Chromebook Tips & Tricks	How-to's and "did you know?" facts about Chromebooks	Quick Fixes Quick Fixes Tech Tip Video

		Tips and Tricks Keyboard Shortcuts Tech Tip Video
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Union R-XI Online Tools

[Virtual Resources](#)