

Monticello CUSD #25

Office of the Superintendent of Schools

EMERGENCY REMOTE LEARNING DAY

In the event that school cannot be open for students due to snow, winter conditions, or other emergency situations we may provide instruction via a remote learning day. An announcement will be made at the time of the school closure.

Teachers

- Do not need to report to school buildings.
- Post lesson plans, instruction and assignments no later than 9:00 AM.
- Instruction/assignments posted through Seesaw (PK-1) and Google Classroom (2-12).
- Lessons to include new and review materials aligned to the state standards.
- Available from 9AM-2PM to interact with students, provide live lessons, and assist.
- Make contact with each student (email, google classroom, zoom lessons, social media, etc). Track attendance for each student once during the day – submit to building office
- SLP, SW, OT/PT or related services provided via phone, email, and Google meets/Zoom if possible. Document all interactions.

Students

- Do not report to school buildings.
- Lessons, assignments, and instruction information available by 9:00AM.
- Check in for attendance and with teacher at least one time during the day (email, google classroom, zoom lessons, social media, etc).
- Teachers available 9AM-2PM to interact with students, provide live lessons, and assist.
- Have materials and technology available to participate in remote learning day.
- Any assigned work is due on the next school day.

Teacher Aides and Supervisors

- Do not report to school buildings.
- Check in with Teachers and Principals on tasks to be completed.

Administrators and Secretaries

- Report to buildings and be available to assist teachers, students, parents as needed
- May take accrued leave (vacation, personal, business, floating holiday, admin day) if not reporting to school building.

Custodians and Cooks

- Report to buildings to clear snow, clean buildings, clean and organize kitchens
- May take accrued leave (vacation, personal, business, floating holiday, admin day) if not reporting to school building.

Updated 10/21/2020