

Gosnell School District AMI Day Plan – 2018-19 School Year

A. If school is canceled due to an emergency or exceptional circumstance, explain the process by which the district shall determine if it will be an AMI or make-up day.

Although AMI days can be more effective than days made up on holidays or at the end of the school year, they would not be as effective as attending school under the direction of their teachers. For this reason, scheduled school days will not be canceled unless absolutely necessary, using the same criteria as was used prior to the adoption of alternative methods of instruction. With this understanding, the district will use AMI for all school days that must be canceled up to the number of approved days. If the occurrence of a catastrophic event causes the number of missed days to be greater than the approved number, then the district will request additional days, or make up those days as indicated on the school calendar adopted by the school board.

B. Provide a description of the AMI assignments and materials used at each school within the district to effectively facilitate teaching and support learning for the benefit of the students.

All students will be provided packets that will include assignments, instructions for completion, and all required resources needed to complete the assignment. The packet will include assignments for 5 days that are clearly labeled the AMI day on which the assignment is to be completed (i.e., AMI day 1, AMI day 2, etc.). Assignments will be included for all content areas and classes in which the student is enrolled, but should not require more than a class period to complete. Specialty area teachers (art, music, p.e., speech, etc.) in elementary would only include assignments for the amount of time a student normally spends in their class in a week. Each assignment should provide practice for students in reading and writing within the appropriate content area, aligned with Arkansas state standards. Assignments will not introduce any new material or skill, but instead reinforce previous learning or build on previous skills. Packets will be developed by grade group or subject group teacher teams, and be ready for distribution to their students on or before December 1 for the current school year. Each teacher's school email address must be included as a mode of contact during regular school hours on the AMI day. Other modes of contact may also be included by individual teacher choice, especially if it has been developed as a common classroom practice. AMI packets will be approved by school level leadership teams and provided to special education teachers who will insure the needs of their students are being met as described in item D of this plan. Packets will be distributed by each teacher to their students during the period or time of day that the teacher has the student in class. A copy of the assignments will also be made available on each school's website.

C. Describe how student attendance will be determined for an approved AMI day.

AMI assignments for the number of consecutive AMI days used are due the first day students return to school unless given an exception by the teacher. Teachers will have 3 days to grade all AMI day assignments and return those with failing grades to the student for correction. Students will be counted present when they have presented completed assignments with a passing grade. They would be counted absent if they

could not present completed assignments with a passing grade within 2 days after receiving the graded assignment back from the teacher.

D. Describe how the district will ensure implementation of Individual Education Programs (IEPs) for students with disabilities on AMI days.

Special education teachers will address AMI day assignments in each student's IEP, and discuss with a guardian during an IEP conference. Special education teachers will review the AMI packets that pertain to their students to make sure that any necessary modifications have been addressed in each assignment. Special instructions, when needed, will be provided to parents to insure students receive the accommodations documented in their IEP. The special education teacher's email address will be included for contact during regular school hours. Any other services (i.e. OT, PT, etc.) that students should have received on an AMI day will be rescheduled when school resumes.

E. Describe how the district will communicate with parents and students the purpose and expectations for an AMI day.

The decision to use AMI days will be announced at the parent/student orientation night prior to the beginning of the school year. A letter, explaining the AMI process, will be included with the AMI packets when they are sent home with students. The AMI plan will be posted to the district website. When completed, AMI assignments will be posted to the appropriate school's website and a link to each of them will be included in the AMI information on the district website. Mass notification phone calls, text messages, and emails will be sent each month to inform parents about AMI days and where they can find additional information. Each school's social media accounts will also be used for this purpose. Radio and TV announcements of school cancellations will include necessary AMI information (i.e. AMI day 1) so parents will know which assignments their children are to complete on that particular day.

Other Considerations

Licensed Personnel Responsibilities for an AMI Day

A teacher's contractual requirements will be met through the time spent developing the AMI day packets, grading the student assignments, and being available during regular school hours to monitor their school email or other designated modes of communication on the AMI day.

Assistant principals and licensed instructional support personnel will monitor their school email and be available via phone during regular school hours on the AMI day and may be required to report to the office at the discretion of their supervisor, or they may take accumulated time off if approved by their supervisor.

Principals and district administrators will report to their office at the discretion of the superintendent. If not required to report they will monitor their school email and be available via phone during regular school hours, or they may take accumulated time off if approved by the superintendent.

Classified Personnel Responsibilities for an AMI Day

Classified employees who are not on 12 month contracts will make up any time missed at the discretion of their supervisor, which could include making up the time missed during other non-contracted time, using accumulated earned time off, or choosing to take a pay deduction for the time missed.

Classified employees who are on 12 month contracts will report to work at the discretion of the superintendent who may modify work schedules as necessary to balance district needs with employee safety, or they may take accumulated time off if approved by the superintendent.