



RGSD Inclement Weather & AMI Operations Guide

1. Types of School Status

When inclement weather or emergencies occur, the Riverview Gardens School District (RGSD) prioritizes the safety of students and staff. The district may implement one of the following protocols:

- **School Closure:** All classes are canceled, and district offices are closed. An additional school day will be added to the end of the academic year to make up for this time.
- **AMI Day (Alternative Methods of Instruction):** Buildings are closed, but school continues virtually. Students engage in independent learning with online teacher support. These days do not need to be made up at the end of the year.
- **Delayed Start:** With a delayed start, all RGSD schools start two (2) hours later than normal and end at the normal dismissal time. Delayed start times and dismissal times are as follows:

Level	Delayed Start Time	End Time
Elementary	10:05 AM	3:05 PM
Middle	10:45 AM	3:45 PM
High	9:30 AM	2:30 PM

- **Early Release:** Notification will be sent immediately if weather conditions necessitate sending students home early during the school day.

2. Communication: How to Stay Informed

RGSD will notify families as early as possible via the automated messaging system (texts, emails, robo-calls). Families should also monitor:

- TV & Radio: Local television and radio stations: FOX 2, KMOV 4, and KSDK 5.
- Social Media:
 - Facebook: [RGSDSchools](#)
 - X (Twitter): [@rgsdschools](#)
 - Instagram: [@rgsdschools](#)
- Website: rgsd.k12.mo.us.

3. What Can Parents Do?

Parents play a critical role in both safety and continued learning during weather events.

To Prepare for Inclement Weather:

- Update Contact Info: Ensure your phone number and address are correct in the Focus Student Information system.
 - If you do not receive a district call during a closure, check your account or contact the school.

- Plan Ahead: Develop a back-up plan for child care and transportation in case of early dismissal or closure.
- Safety Measures: If schools remain open, dress children in layers, cover heads and hands, and ensure they wear boots or leather shoes. If possible, transport students who usually walk to school.

To Support Learning on AMI Days:

- Grades K-3: Check your personal email (parent email) for instructions. Assist your child with logging in and viewing teacher assignments.
- Grades 4-12: Remind students to check their district email and log into Google Classroom immediately at the start of the AMI day.
- Verify Attendance: Ensure your student completes and submits their work. Attendance is recorded based on the verified completion of assignments submitted by the following day.

4. Staff Roles & Instructional Expectations

Teachers (General Expectations)

- Availability: Teachers are required to work a full day and hold specific Google Meet Office Hours from 9:00 AM – 11:00 AM and 1:00 PM – 2:00 PM to support students.
- Attendance Reporting: Attendance is based upon verified completion of work through submission of assignment(s) through Google Classroom (or similar product) or the next day of district attendance, and/or connecting with the teacher during office hours.
 - Students should only be considered absent if work is not submitted by the following day.
- Students who are considered absent should be reported by the teacher to the appropriate office professional the next day of attendance to ensure the capturing of accurate attendance data..

Grade-Level Specifics:

Again, teachers are required to work a full day and hold specific Google Meet Office Hours from 9:00 AM – 11:00 AM and 1:00 PM – 2:00 PM to support students.

- Pre-K: Teachers provide at-home learning activities. They must email office hours to families (total of 3 support hours required).
- Elementary (K-5): Assignments are posted to Google Classroom by 7:50 AM. Teachers provide independent activities and maintain standard office hours (9-11 AM & 1-2 PM).
- Middle School (6-8): Teachers provide 30 minutes of independent learning activities per class, posted by 7:30 AM. Students needing help should join the open Google Meet office hours.
- High School (9-12): Teachers provide 45 minutes of independent learning activities per class, posted by 8:00 AM. Standard office hours apply.
- SSD (Special Education): Self-contained students receive 60 minutes of activities via the Learning Management System (LMS). Teachers facilitate modifications and support during office hours.

Principals

- Monitor & Support: Visit virtual classrooms to track student engagement and ensure all students have access to technology.

- Communication: Provide families a master list of all Google Classrooms, Google Meets, and email addresses for teaching staff. Maintain clear, consistent communication with staff and families regarding resources and expectations.

Administrative Assistants

- Main Office Operations: Serve as the "face" of the building virtually—answering calls/emails, scheduling appointments for leaders, tracking attendance records, and managing the school calendar.

Support Staff:

- All other district certified staff and/or non-certified support staff (i.e. reading specialists, instructional coaches, instructional aides, etc.) will implement their daily duties by following the instructional models and schedules for their building. In addition, support staff may also be assigned to co-teach and/or support classroom teachers.