

# Procedures

Please see below for the procedures to be followed on a Flexible Instructional Day.

## Notice:

- When inclement weather is anticipated, school principals will ask students and staff to prepare in advance for an FID. Students and families will be given as much advance notice as possible and provided with information on assignments to be completed from home on the FID.
- When an FID is utilized, the Superintendent will communicate via telephone, e-mail, and/or text message to all District families that an FID is in place.

## Attendance:

- Students must log in to [GOOGLE CLASSROOM](#), complete the attendance question, attend classes as outlined on their daily schedule, and complete assignments provided by the teacher(s).
- Families experiencing problems with Internet connectivity must call the IT help desk by 9:30 am to report student attendance. If offices are closed due to the severity of the weather, office staff will check voicemail and respond to families the same day.
- Any student whose attendance is not reported via Google Classroom or phone call by 9:30 am will be marked absent for the day, unless other information is presented to building administration by the parent.

## Schoolwork:

- Teachers will post assignments to their google classroom for students to access on the FID. Instruction will occur synchronously.
- Students must complete and submit assignments provided by their teacher(s) on the FID or the next school day immediately following the FID.
- All teachers and professional staff members will be available via e-mail and phone during the FID. This includes special area teachers such as music, art, library, physical education, technology, special education, reading specialists, school counselors, nurses, and therapists, unless the individual is not working that day.
- In the event that a student does not have access to the internet during an FID, they will be able to access the phone number to the IT help desk for hotspot

resources or access to alternative supports. The student would also be able to contact the teacher and be provided with the phone number allocated to the zoom or google meeting and the PIN code so that they can call and listen in to the instruction.

- Assignments for students with special needs will be developed utilizing their program modifications, specially designed instruction and supplementary aids and services identified in their individualized education plans. Any related services (Physical Therapy, Occupational Therapy, Speech, etc.) which are unable to be provided remotely on the FID, will be rescheduled according to the frequency requirements of the students' individualized education plan.

### **Additional Information:**

- Virtual and Alternative Learning (VAL) Academy/Beech Street Learning Studio (BSLS)
  - Schoolwork for VAL/BSLS students will continue as normal on an FID.
  - VAL students can reach out to their online teachers and/or GEMs for additional support.
- Athletics and Extracurricular Activities
  - All athletic activities and after school extracurricular activities may be canceled on an FID, so all families must check communication outlets before attending.
- Technology Support
  - Students or families experiencing technology problems may contact the [IT Help Desk](#) for technology support.
- Meals
  - Meals will not be provided on an FID.