

## Warren-Alvarado-Oslo Public Schools Flexible Learning Days (FLD) Plan

	Elementary School K - 5	High School 6 - 12
<b>VISION</b>	We envision that on days when school is canceled due to inclement weather or other unforeseeable events, and all designated snow days have been used, students and teachers will utilize developmentally appropriate resources to communicate and engage in flexible learning experiences that are related to current classroom curriculum goals and skills. In the event of late starts or in the event of early dismissals due to bad weather, flexible learning days will not be utilized.	
<b>ADMINISTRATORS</b>	<b>On a flexible learning day, administrators will:</b> <ul style="list-style-type: none"> <li>be available for any issues that may arise throughout the day either in person or digitally.</li> <li>be completing/working on projects or typical daily tasks as usual.</li> </ul>	
<b>TEACHERS</b>  K-5 GRADE-LEVELS 6-12 SUBJECT AREAS K-12 SPECIALISTS	<b>On a flexible learning day, teachers will:</b> <ul style="list-style-type: none"> <li>monitor digital communication tools to answer questions and provide feedback to students and parents between 10 AM and 3 PM.</li> <li>Respond to communications from parents/students in a timely manner in order to provide adequate support and assistance throughout the day.</li> </ul> <b>In advance, teachers will:</b> <ul style="list-style-type: none"> <li>communicate pertinent and timely information regarding learning goals, activities and assignments to parents and students prior to anticipated flexible learning days, when appropriate.</li> <li>design flexible activities that provide multiple options and choices for students to complete while utilizing the resources available to them at home.</li> <li>as a grade level design activities that address current standards and/or enhance appropriate grade level curriculum.</li> <li>include options that incorporate specialist-related activities/accommodations for students.</li> </ul>	<b>On a flexible learning day, teachers will:</b> <ul style="list-style-type: none"> <li>monitor designated digital communication tools to answer questions and provide feedback to students and parents between 10 AM and 3 PM.</li> <li>Respond to communications from parents/students in a timely manner in order to provide adequate support and assistance throughout the day.</li> </ul> <b>In advance, teachers will:</b> <ul style="list-style-type: none"> <li>communicate pertinent and timely information regarding learning goals, activities and assignments to parents and students prior to anticipated flexible learning days, when appropriate.</li> <li>design flexible activities that provide multiple options and choices for students to complete while utilizing the resources available to them at home.</li> <li>teachers will design activities that address current standards and/or enhance appropriate curriculum.</li> </ul>
<b>K-12 SPECIAL EDUCATION TEACHERS</b>  K-12 SPECIAL EDUCATION	<b><u>K-12 Special Education:</u></b> <ul style="list-style-type: none"> <li>if a student receives instruction in the regular education classroom, they will complete the same assignment as their non-disabled peers. Modifications/accommodations may be provided dependent on the student's IEP.</li> <li>if a student has a separate reading, math, or other class in the special education setting, the special education teacher is responsible for developing that assignment or working with the general classroom teacher to make sure assignments are appropriate and meet goals within the student's IEP.</li> </ul> <b>On a flexible learning day, K-12 special education teachers will:</b> <ul style="list-style-type: none"> <li>collaborate with regular education teachers to modify and adapt flexible learning day assignments with realistic expectations, timelines, and considerations regarding students' accessibility and workload that address and/or enhance the course standards and benchmarks that are</li> </ul>	

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	<p>covered in class.</p> <ul style="list-style-type: none"> <li>monitor digital communication tools to answer questions and provide feedback to students and parents between 10 AM and 3 PM.</li> </ul> <p><b>In advance, K-12 Special Education teachers will:</b></p> <ul style="list-style-type: none"> <li>communicate with other stakeholders (parent, teacher, student) pertinent and timely information regarding learning goals, activities, and assignments prior to anticipated flexible learning days, when appropriate.</li> <li>design flexible assignments that provide multiple options and choices for students to complete while utilizing the resources available to them at home with or without internet access.</li> </ul>	
<p><b>OTHER LICENSED STAFF</b></p> <p>GUIDANCE COUNSELORS SOCIAL WORKER PRESCHOOL TEACHERS SPEECH THERAPISTS TECH COORDINATOR NURSE</p>	<p><b>On a flexible learning day, teachers will:</b></p> <ul style="list-style-type: none"> <li>develop an action plan for the day.</li> <li>communicate their action plan to their respective principal or supervisor by 10 AM.</li> <li>reflect on their accomplishments for the day and communicate via email to their respective principal or supervisor by 3 PM.</li> <li>utilize digital communication tools to conduct virtual meetings, as appropriate.</li> </ul>	
<p><b>STUDENTS</b></p>	<p><b>On a flexible learning day, students will:</b></p> <ul style="list-style-type: none"> <li>complete assigned work and show completion of the work the next school day</li> <li>be granted 2 additional days to turn in completed work if an excused absence has been communicated by a parent or guardian and approved by an administrator</li> </ul> <p><b>In advance, students will:</b></p> <ul style="list-style-type: none"> <li>be prepared to complete flexible learning day activities</li> </ul>	<p><b>On a flexible learning day, students will:</b></p> <ul style="list-style-type: none"> <li>complete assigned work and show completion of the work the next school day</li> <li>be granted 2 additional days to turn in completed work if an excused absence has been communicated by a parent or guardian and approved by an administrator</li> </ul> <p><b>In advance, students will:</b></p> <ul style="list-style-type: none"> <li>be prepared to complete flexible learning day activities.</li> <li>be enrolled in appropriate Learning Management Systems (for example Google Classroom) and/or any other electronic means of communication</li> </ul>
<p><b>NON-CERTIFIED STAFF</b></p>	<p><b>On a flexible learning day, non-certified staff will:</b></p> <ul style="list-style-type: none"> <li>be treated the same contractually as weather-related cancellations/postponements are now</li> <li>report to work either in person or digitally if deemed necessary by the building/department administrator and is pre-approved</li> </ul>	
<p><b>PARENTS</b></p>	<p><b>On a flexible learning day, parents will:</b></p> <ul style="list-style-type: none"> <li>monitor their student's progress and assist their student as needed</li> <li>communicate questions for teachers via email, phone or other digital mediums</li> <li>communicate/sign-off that work has been completed</li> <li>communicate with the Elementary office and classroom teacher if the student is not able to complete the work for the day</li> </ul>	<p><b>On a flexible learning day, parents will:</b></p> <ul style="list-style-type: none"> <li>monitor their student's progress and assist their student as needed.</li> <li>communicate questions for teachers via email, phone or other digital mediums</li> <li>communicate with the High School office if the student is not able to complete the work for the day</li> <li>communicate with the school district if their student does not have access to internet at home</li> </ul>
<p><b>CONDITIONS</b></p>	<p><b>Flexible learning days activities will:</b></p> <ul style="list-style-type: none"> <li>be due the following school day; completion will count</li> </ul>	<p><b>Flexible learning days activities will:</b></p> <ul style="list-style-type: none"> <li>be assigned the day of the flexible learning day by 10 AM</li> </ul>

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<b>TIMELINES FLEXIBILITY PLATFORMS MATERIALS</b>	<p>towards attendance and will not contribute to final classroom grade</p> <ul style="list-style-type: none"> <li>• consist of activities that are best suited to the resources that are available for students when at home</li> <li>• be sent home with students in advance of the dates of flexible learning days</li> <li>• students will not lose school day privileges, such as recess, if activities are not completed</li> </ul>	<ul style="list-style-type: none"> <li>• be due the following school day or when deemed appropriate by the instructor</li> <li>• teachers will take attendance for every class period and submit by 4:00 PM</li> <li>• work will be completed on school issued devices, textbooks, etc. If a student does not have their school issued device, work can be completed on smartphones, tablets, desktops, etc.</li> <li>• if a student does not have access to a device or internet, they can obtain a hard copy or electronic version on the next school day and will have 2 days to complete the assignment</li> </ul>
<b>COMMUNICATION PLAN</b>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>• Each grade level's plan/assignments/expectations will be communicated to parents and students prior to the use of a flexible learning day.</li> <li>• Teachers share FLD virtual office hours with students/parents (10 AM - 3 PM) and the best form of communication.</li> </ul> <p><b>BUILDING:</b></p> <ul style="list-style-type: none"> <li>• Develop and communicate a "How to" plan for flexible learning days</li> </ul> <p><b>DISTRICT:</b></p> <ul style="list-style-type: none"> <li>• FLD information will be posted on school website</li> <li>• Letter from District informing parents about FLD</li> </ul>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>• Flexible learning tools up and running</li> <li>• Teachers inform and remind students about their flexible learning tools and how to access</li> <li>• Teachers share FLD virtual office hours with students/parents (10 AM - 3 PM)</li> </ul> <p><b>BUILDING:</b></p> <ul style="list-style-type: none"> <li>• Develop and communicate a "How to" plan for flexible learning days</li> </ul> <p><b>DISTRICT:</b></p> <ul style="list-style-type: none"> <li>• FLD information will be posted on school website</li> <li>• Letter from District informing parents about FLD</li> </ul>
<b>COMMUNICATION On the day of the event</b>	<p><b>Communication regarding flexible learning days will:</b></p> <ul style="list-style-type: none"> <li>• Be sent via district JMC on the day of flexible learning days by 6:20 AM</li> <li>• District Web Page will display notification <ul style="list-style-type: none"> <li>◦ Other tools, such as: <ul style="list-style-type: none"> <li>■ Social Media (Facebook, Instagram)</li> </ul> </li> </ul> </li> </ul>	
<b>TRAINING PLAN</b>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>• Teach expectations for Flexible Learning Days to students at the start of the year with quarterly reminders</li> </ul> <p><b>DISTRICT:</b></p> <ul style="list-style-type: none"> <li>• Plan Rollout • Explanation • Grade/Dept. level design of Flexible Learning Tools • Posting of information online where needed • Training in all buildings • Teacher time to collaborate/talk about what things look like</li> <li>• Back-To-School Week - Revisit process for all staff and introduce to any new staff at a building level</li> <li>• Moving forward - New staff will be trained on Flexible Learning Tools at building levels.</li> </ul>	
<b>OTHER IMPORTANT INFORMATION</b>	<p><u><b>Will the school buildings be closed on a Flexible Learning Day to students as it is on a regular snow days?</b></u> Yes. The school district building will be closed to students and activities on a Flexible Learning Day.</p>	

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