



FLEXIBLE

INSTRUCTIONAL

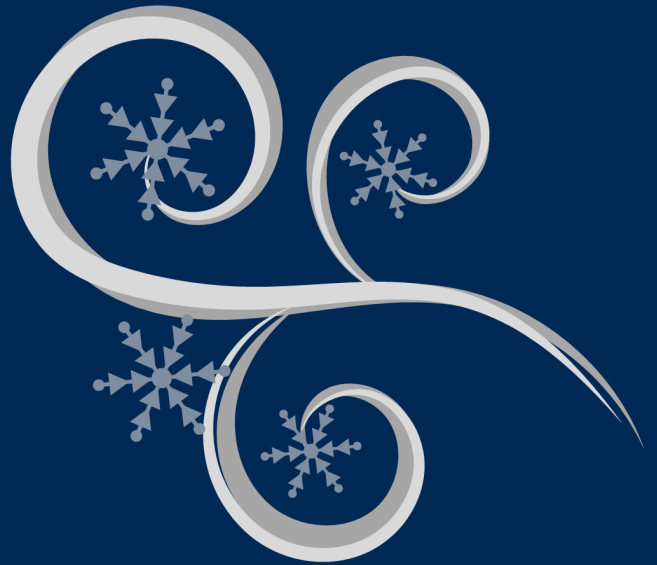
DAYS

2024 - 2025

WHAT IS A FLEXIBLE INSTRUCTIONAL DAY?

The Eastern Lebanon County School District applied for and was approved to implement Flexible Instructional Days (FIDs). In the event that schools are closed due to weather-related or other emergency situations, students will be provided with virtual instruction at home. When a FID is implemented parents will receive notification in the same manner that they receive school closing and delay notifications. Instead of a message that school is closed the message will state that the District is implementing a FID.

When possible, the District will use FIDs only after exhausting the snow make-up days that are built into the District's calendar.



**Educating for
Excellence**



ATTENDANCE



Attendance is required on Flexible Instructional Days and all policies and procedures for reporting an absence will remain in effect.

After a FID day is called, the principal of your child's school building will follow up with an email communication. This email will provide detailed attendance procedures for the school's FID. **Attendance MUST be reported for each student before noon on the day of the FID. If a student is absent, please report the absence as you would on a regular school day.**

Attendance for Elementary Students (Grades K-5)

- The parent/Guardian or student must click on the link provided in the principal's email to register attendance for the student.

Attendance for Secondary Students (Grades 6-12)

- Students must log into their first period Schoology course and click on the attendance link for that course. CTC, Co-op, and dual enrollment students will find this link posted in the High School Schoology course.

Students are expected to be present on a FID. If a student is absent, the parent/guardian must report the absence in accordance with the regular attendance procedures for the school. Students will be expected to make up the work missed when absent. Failure to comply with the FID attendance procedures will result in an unexcused absence.

6-12 EXPECTATIONS



SECONDARY STUDENTS:

- On the FID, instructional materials will be posted in Schoology. A select few students may have a paper packet.
- Secondary schools will operate on a 2-hour delay with secondary classwork being posted at 9:30 AM.
- Students working online are expected to complete the activities assigned in each of their Schoology courses. Each course will require the submission of at least one activity.
- Schoology activities may include watching videos, reading, completing research, online assessments, or other assignments that require the use of district-approved apps like IXL or Get More Math.
- Paper packets (if provided) should be completed during the FID and must be returned on the next school day.
- Secondary teachers are available through email and/or Schoology messages until the end of the regular school day. If additional support or tutoring is needed, teachers have the ability to schedule live support/tutoring calls with students through Zoom.
- All students and staff will have a break for lunch from 12:00-12:30.

ELCO Virtual Academy students should continue with their regular coursework during a FID.

K-5 EXPECTATIONS



ELEMENTARY STUDENTS:

- Elementary students will receive a FID packet that includes work for multiple FID days. This packet will be sent well in advance of a FID. The principal will provide parents with information about which set of activities students should complete on each FID.
- Teachers are available through email and/or Schoology messages until the end of the regular school day.
- All students and staff will have a break for lunch from 12:00-12:30.

TECHNOLOGY



Information will be provided on the District's website for secondary students to submit a technology helpdesk ticket.

If community power or internet outages impact students' ability to access technology during a FID, contingency plans will be put in place for students to complete the work that was due during a FID. If a secondary student needs a district-provided hotspot, contact the Technology Department well in advance of a potential FID.

FID FAQs



What do I do if my child completes the attendance requirement but becomes ill in the middle of the school day and cannot complete the work?

Because a FID is a regular school day, attendance procedures must be followed. An email should be sent to the school nurse regarding the illness. The nurse's email address can be found in the email sent from the principal at the start of the FID. Communication from the nurse to the parent/guardian will confirm receipt of the email and, if required, a full or 1/2-day absence will be recorded for the student.

What do I do if my child is sick and/or has a doctor's appointment today and cannot complete the work?

Follow regular school day procedures to report your child as absent from school. Be sure to follow up with any required excuse notes following the absence to certify the absence as excused.

Does my child need to make up missed work after being reported as absent during a FID?

Yes. A FID is a regular school day and the work assigned is required to be submitted according to the school's regular guidelines for making up work during an absence.

What do I do if my electricity or internet stops working during a FID?

If a long-term power or internet outage impacts your child's ability to complete the online work, send a message (email or physical note on the next school day) to the principal. Contingency plans will be enacted to provide time for students to make up the online assignments. Short-term outages should permit students to complete the work when service resumes that day.

FID SUMMARY

FID Email from Each School

Contains:

- Attendance procedures
- School Counselor Link
- School Nurse Link
- Elementary FID Packet Number

Technology Support

- Technology helpdesk information is posted on the District's website.

Schedules

	Grades 6-12	Grades K-5
Teacher Planning and Office Hours	7:30 AM - 9:30 AM	8:30 AM - 10:30 AM
Instructional Time	9:30 AM - 2:30 PM	10:30 AM - 3:30 PM
Lunch Break	12:00 PM - 12:30 PM	12:00 PM - 12:30 PM
Student assignments and work may be completed any time on this day. All online work is due to be completed by midnight. Paper packets are due the next school day.		

Attendance Reminder:

- *Elementary - click on the attendance provided by the principal in an email*
- *Secondary - click on the attendance link in the first period Schoology course*
- *Report absences according to regular building procedures*

**REGISTER
ATTENDANCE
OR ABSENCE
BY NOON**

