

Lackawanna Trail Junior-Senior High School



"Home of the Lions"

December 8, 2023

Dear Parents and Guardians,

As we enter the winter months and anticipate interruptions to the school calendar due to weather, I would like to take a moment to inform you of our plan to use *Flexible Instruction Days*, also known as *FIDs*, for certain weather events should the need arise.

A *Flexible Instruction Day* is an asynchronous virtual workday for students, with a required synchronous homeroom, and available live office hours with faculty.

FIDs are not the same as full virtual instruction days experienced during the COVID pandemic. In fact, public schools including Lackawanna Trail are no longer able to use full virtual instruction days in the same manner that we did during the pandemic. We are, however, authorized to use FIDs to help mitigate challenges presented by weather events or other local emergencies.

Flexible Instruction Days can be called with advance notice through the Superintendent's Office or the morning of a significant weather event. Please review the information below that describes what students need to know if a *Flexible Instruction Day* is utilized.

If a *Flexible Instruction Day* is called:

- Notification will be sent through the Remind notification system, posted to our school website (www.ltsd.org), Facebook page, and traditional news media outlets.
- Homeroom will begin virtually at 8am for Jr. Sr. High School students. The purpose of the live homeroom is to take attendance, overview the day with their first period teacher, and answer any questions they may have. Attendance is taken by their homeroom teacher just as it is when school is in session.
 - **Student cameras must be turned on** for students to be counted as Virtually Present during homeroom.
 - Any student without a first period class in their schedule has been added to a special Google Classroom that they will use **ONLY** on FID days for attendance purposes.
- Students will log off their homeroom at approximately 8:15am and can begin to access asynchronous work posted to their Google Classroom pages beginning at 9:00am. Asynchronous work may be new material, review, or a continuation of regular instruction from the previous day. Work for each class will be approximately 15-20 minutes in length. Asynchronous work is not intended to last the entire school day (i.e. 7:45am-2:30pm).
- From 9:00am-11:00am, Faculty will be available for live synchronous office hours using a Google Meet link posted to their Google Classroom Stream. Students may opt to log in to their teacher's office hours and discuss their assignments or request help with their work.

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- Students may complete work independently throughout the day, but it is recommended that they access work in the same order that their classes occur naturally while in school. All work assigned will be collected or submitted on the next school day.

Flexible Instruction Days allow us to provide continuity of instruction during prolonged weather events and better manage the school calendar to keep end-of-year activities on schedule. We do not anticipate using many FIDs during the winter months. Traditional snow days and delays will be utilized as a primary means of handling weather challenges.

Parents can support students in the following ways when a *Flexible Instruction Day* is utilized:

- Remind your student(s) to bring their Chromebook at home and keep it charged if the possibility of a weather cancellation exists.
- Be sure they log on to their homeroom at 8am and remind them to have their camera on.
- Encourage them to complete all work assigned to them during normal school hours. Students should be able to complete all their assigned work by the lunch hour if they remain focused and on task.
- Encourage them to utilize virtual office hours if they have questions or don't understand an assignment.

We thank you for reviewing this information with your student(s). With luck, winter cancellations and delays will be kept to a minimum this school as will the use of *Flexible Instruction Days*.

Thank you for partnering with the Lackawanna Trail School District to make the 2023-24 school year a successful one for your student(s)!

Go Lions!

Mark P. Murphy, PhD
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