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MATTHEW HELGERSON
Superintendent of Schools
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2/6/18 EMERGENCY FLEXIBLE LEARNING DAYS GUIDELINES

Dear Jordan Public Schools Parents and Guardians,

As you are aware, our district is sometimes faced with having to make difficult decisions regarding school closure due to inclement weather. There are also times when other emergencies arise which necessitate a school closing decision. With our 1:1 technology capabilities at the 5th through 12th grade levels, and with new legislation allowing districts to utilize online learning days as an educational option, if an emergency closing is necessary, we will be implementing a trial program utilizing Flexible Learning Days. This letter will highlight the definition of Flexible Learning Days and the various guidelines the district will use when conducting such days. Flexible Learning Days are days in which learning can continue from home. Meaning, if school is cancelled, our teachers can continue teaching and our students can continue learning from home. By implementing this process we will have the ability to eliminate snow/cold make-up days due to the fact that teaching and learning will continue in times of inclement weather. It is understood that students will have a wide variety of responsibilities at home during Flexible Learning Days and that some may not have access to the Internet. Staff members understand these situations and will be flexible with those situations. However, the expectation is that students complete the work in a timely manner as developed between each student and teacher.

High School and Middle School Guidelines

Teachers understand that some of our high school and middle school students will have various responsibilities at home on days where there is an emergency closure such as, caring for siblings, clearing driveways and other unmentioned tasks. With that said, teachers will keep that in mind when developing tasks for the day of learning. If school is cancelled, teachers will post work by 9:00am on Schoology for the students they would have seen that day and be available to answer student questions online through 3:00pm. They have been asked to use Schoology so that students and families have only one place to look. Schoology also provides a wonderful platform for posting materials students will need, for interaction, or for brief videos of content teachers would like delivered. There may be rare exceptions where Schoology will not work for someone, and a teacher may need to email students information related to the day's activity or lesson.

Elementary School Guidelines

We understand the importance of being a child and enjoying the snow! We also have not implemented a 1:1 plan for students in grades K-4, so online learning is not possible for all

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students. Due to these reasons, our K-4 students will have no planned academic requirements on these days. Enjoy some time outside and with family. We suggest playing board games, reading books, building snow forts and just enjoying some physical activity outside.

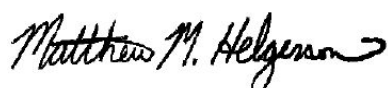
In preparation for Emergency Flexible Learning Days, teachers of students in grades 5th through 12th have been asked to:

- Anticipate time requirements recognizing that students learn at different paces, especially in an independent setting.
- Provide a timely plan, posting work for the day by 9:00am
- Be present and available for students to ask questions on Schoology and email during the Flexible Learning Day from 9:00am - 3:00pm.
- Plan for self-directed, independent learning with specific consideration to age and individual learning needs
- Customize learning opportunities especially in troubleshooting student challenges
- Communicate with colleagues to ensure common expectations, communications, and protocols

A copy of the District's Full Flexible Learning Plan is available at www.bit.ly/isd717_flex. If emergency closures are necessary during the remainder of the 2017-2018 school year, we will notify families of the intent to activate the flexible learning plan in our emergency closure message to families. We will also utilize the district's social media platforms and website to communicate this intent. **Please note that this will be in "trial" form for the remainder of this school year.** If we do need to close and activate a flexible learning day, we'll be asking for feedback via surveys to help us improve the plan for the 2018-2019 school year.

We sincerely appreciate your understanding and cooperation. Should you have any specific questions, please feel free to contact myself or our building principals.

Sincerely,

A handwritten signature in black ink that reads "Matthew M. Helgeson" followed by a stylized flourish.

Matthew Helgeson
Superintendent