



## MEDFORD HIGH SCHOOL FLEX LEARNING PLAN

### ***Explanation of Flexible Learning:***

Flexible learning is a way for students to continue their learning through educational engagement provided by the teacher outside of the traditional classroom for a particular reason. A flexible learning day provides students and staff with a positive opportunity to continue learning when weather or other unforeseen circumstances prevent schools from having in-person learning. As part of this process, Students will be given the necessary resources for each class/subject in order to successfully complete their e-learning. Lessons created for Flex days, will expand upon learning that has already happened in the classroom and/or is related to the current unit or topic being taught.

### ***Expectations for Flexible Learning Day:***

- Students will be notified of a Flex day either through the school calendar or via district messaging system. Flex days may also be announced on local radio.
- Assignments and/or lessons will be online via Google Classroom or email by 8 A.M. Lessons will be specific to the class/subject area. Teacher's will avoid "busy work", but will focus on enrichment activities, review, and/or activities that can be completed independently by the student.
- Teachers are responsible for taking student attendance and reporting it by 11 am. Attendance will be taken via google form. Students will need to complete the Attendance form for **ALL of their classes and Advisory by 10:45** am or they will be counted absent. Attendance is separate from coursework. Coursework can be completed anytime before returning to school after the Flex Learning period.
- Teachers are expected to be available for student questions, via google classroom or email during the flexible learning day. Teachers need to be available for students from 8:15-3:00 PM. Keep in mind that teachers have multiple classes and therefore it may take some time to respond to individual messages.
- Students with an Individualized Education Plan will follow the accommodations as listed in their IEP and lessons provided by their teachers and/or modified by their caseworkers online.
- Accommodations for students without access to the internet will be addressed on an individual basis prior to the start of the school year. In most cases, there will be a set "standard" for what is expected for those days, if without internet access. For a scheduled flexible learning day, students will be sent with the materials necessary to fulfill expectations.

## **Frequently Asked Questions**

### ***Why do we need Flex days?***

Due to extreme weather conditions that happen over the winter months in Minnesota, Medford School District is making use of flexible learning as an alternative to adding student school days/professional development days to the end/beginning of the existing/next school year and to keep students active in their learning during days that school is closed. Additionally, flex learning days help prepare our students for the changing workplace where many now work remotely, by using technology and alternative forms of instructional delivery.

### ***How will we be notified of a flex learning day?***

The school will communicate to all parents (K12), students, and staff through our district Messenger System (Infinite Campus), which is currently being used for any weather related announcements. In the message it will state that this school closure day is a "Flexible Learning Day".

### ***When is the work for Flex Learning Days due? How will students make it up if they are not in attendance?***

Students will be required to attend during flex learning days. They are like any other school day. Students are required to complete the google form for attendance on the flex learning day. All assignments (unless otherwise specified by the teacher) will be due the following school day. If there is some reason a student could not attend/complete the assigned work, parents/students should contact the High School Office as soon as possible, no later than the next school day, to see if it is an excused absence.

### ***How many Flex Learning Days are possible?***

The Minnesota Department of Education allows for a maximum of **FIVE** Flex Learning days that can be used in any one school year.

### ***What if a teacher is sick or out of the area on a Flex Learning Day? How do students connect and/or ask questions?***

If a Flex Learning day falls on a pre-scheduled teacher absence, the teacher shall designate another staff member to answer questions in their absence. If questions cannot be answered, special consideration will be given to the student in regard to late work etc.