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WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

DR. JANET M. SARDON
Superintendent
DR. MATTHEW J. PATTERSON
Assistant Superintendent

TRACY A. HARRIS
Director of Finance/Board Secretary

January 2023

Dear West Jefferson Hills School District Families:

With inclement weather looming, just a quick reminder of the West Jefferson Hills School District's processes and procedures for school delays and/or closings.

In the event of a school delay or closing, you will receive an automated phone call and/or text message from the District's phone alert system, *SchoolMessenger*, to the primary phone number you have listed in your child's *Skyward* account. Calls are typically made no later than 10:00 PM and no earlier than 5:00 AM. The success of this system depends on the accuracy of your contact information in your child's *Skyward* account. Please make sure your child's contact information is updated.

As a district, we are approved for up to five (5) Flexible Instruction Days (FIDs) per school year. If the district would need to close due to inclement weather/emergency, notification will occur via phone alerts, TV/Radio station announcements, school websites, and social media. These alerts will notify you we are using a FID. These days are asynchronous, and the work can be completed anytime during the day. Teachers will continue to have live office hours if students have a question or need help. The time of the office hours will be posted on Canvas. During the day, teachers are also available through email correspondence. The days used for FIDs do not need to be made up during the school year.

Thank you for your attention to this matter and for your continued support of the West Jefferson Hills School District.

Sincerely,

Janet M. Sardon

Janet Sardon
Superintendent

JMS/pjz

cc: District Staff
Jeff Nelson