

Wyoming Area SD

Flexible Instructional Days | 2024 - 2025

Narratives

1. Describe the procedure for notifying all students, parents, and professional staff prior to a flexible instructional day being instituted.

Please make sure that you address the following components in your response:

- Immediately before or on the FID, how will you notify all of your stakeholders that the district has decided to implement a FID? (Please identify all methods of communication, including the instance where the Internet is not accessible, or a power outage occurs.)
- Ensure you differentiate between informing parents/guardians and students vs staff.
- Ensure the procedure for notifying all stakeholders before a flexible instructional day is instituted is detailed and precise.

When there is a decision to use a FID, the Superintendent will make notification to the Members of the Board of Directors and Administrative Staff (Principals, AP, Transportation, Director of Technology, Director of Spec Ed, Chief of School Police, etc.). That will initiate a "phone chain" of responsibilities. These include: Notification of Transportation Company, Notice to IT Dept to post message to the District Website, and notification to local news outlets that Wyoming Area School District is using a FID on a specific date. Faculty and Staff are notified ahead of time about their responsibilities during a FID and what they should do when one is initiated. These responsibilities are differentiated based on the role of Faculty/Staff. What teacher responsibilities are, what paraprofessionals responsibilities are, and what office support staff/administrative assistants responsibilities are. In addition, there are instructions provided to the students and families via paper in the early part of the year so they are aware of the requirements of the FID., including alternatives if the family loses power and/or internet access. When a FID is decided, there is an all call sent to families via our messaging system. There is an audio call, translated as needed to the family's home language, is sent to families. There is also a sms message sent and there is a post to social media for families. In addition, there is a post made to the district website to inform families that there is a FID being used. The message sent indicated the date of the FID and notice that additional information is available on the Website.

2. Describe the procedure for instituting a flexible instructional day, using your primary plan, which should allow most, if not all, students to participate on an equitable basis for a single day as a result of one of the reasons cited in Section 1506, such as severe weather.

Please make sure that you address the following components in your response:

- What is your primary, meaning main or one, method of instruction for elementary and/or secondary students (Using devices? Internet/hotspots? Packets? Or some other primary approach?)
- How will the FID day be structured? Explain or provide a sample of your daily schedule.
- Which primary mode of instruction (Synchronous/Asynchronous/Both) will you implement during the FID?
- How and when will students receive the materials so they can complete assignments/participate in the FID?

The primary method of instruction for Secondary students (Grades 7-12) and Elementary Students (Grades 1-6) is to access asynchronous lessons and assignments through the teacher created Google Classroom. There is a Google Classroom created for each section of each course

per teacher. Students use their district issued 1:1 Model Chromebook to access the internet to check the Google Classroom assignments/lessons. Students are provided lesson materials and/or class assignments that would require an equitable amount of minutes to complete as they would experience as "seat time" in the classroom. Google Classroom assignments are posted no later than the scheduled start time of the period based on the normal day schedule. At the Secondary Center for example, Homeroom (attendance question)- 7:50 am; Period 1- 8:02 am; Period 2- 8:50; Period 3- 9:35; Period 4- 10:20; Period 5 (which has the 30 minute lunch period built into it)- 11:02 am; Period 6- 12:17 pm; Period 7- 1:02 pm; Period 8- 1:47 pm. At the Elementary Centers ELA is typically scheduled from 9:00 to 12:00 pm. Lunch and Recess Time is typically scheduled noon to 1:00 pm. Math is typically 1:00 pm to 3:30 pm. Throughout the normal day, students are pulled for a 35 minute intervention period (Title I Reading and Math 180) and attend 35 minute Related Arts Period. Students work at their own pace on the assignments throughout the FID. Posts are made on the Google Classroom at the start of the normal work day and all lessons/assignments must be completed and submitted via Google Classroom by 11:59 pm that evening. Students in the Kindergarten Center are provided 5 packets of work for each of the potential FID that may be used. These packets are constructed by the Kindergarten Center Teachers and are aligned to skills and content found in the PA Academic Standards. The packets are then returned the next day there is school to be submitted to the student's teacher. School Hours on a typical school day are as follows: Secondary Center: 7:35 am to 2:29 pm. Elementary Centers: 8:35 am to 3:35 pm. Students and Families are encouraged to maintain consistency by completing school work during the same scheduled hours as they would do if they were completing in person learning in the school building. However, there is flexibility built in to the day so that families where parents/guardians need to work, the student may submit work after the typical school day hours. Teachers are available to answer questions via email or through google meet throughout their normal work day hours. Our paraprofessionals /personal care aides are also available via email or google meet during the normal work hours to provide supports for students. Families are surveyed to acquire information about any need for an internet hot spot so that students can access the internet as needed. If there are any extenuating circumstances that the family faces, the teacher and administration will work to provide support and accommodate these so that students to ensure that there is no penalty for their work submission.

3. Describe the responsibilities of professional staff during a flexible instructional day, using your primary plan.

Please make sure that you address the following components in your response:

- Include all staff members' responsibility and availability to students who need help with assignments and the ways in which a student can contact them.
- Include staff, professionals, administrators, tech support, guidance, counselors, and health service providers and the ways in which a student can contact them.
- Include how paraprofessionals and other support staff will work with students in need of accommodations, modifications, or adaptations (Examples – students in need of special education aids and services, EL students, etc.) and the ways in which a student can contact them.

Professional Staff members are expected to be available during the typical work day hours to provide support to students who have questions about assignments, need support to complete work, or want to have clarifications about expectations. Learning Support Teachers will be

available to students with IEPs to receive their accommodations/modifications on the assignments. This includes both Learning Support teachers who are assigned to class as a Co-teacher or Paraprofessionals who are assigned to classes to support students who need a lower level of support. Administrators and Administrative Assistants have access to their emails and district voicemail to check messages. With our new phone system, all voicemails are delivered via email to the employee. These voicemail messages are forwarded to the appropriate faculty, staff or administrator. Guidance Counselors, Social Workers, Health Care providers and other mental health professionals will make check ins with the students on their caseload. ELL students will also have check ins with their ELL Teacher who will assist with their accommodations. Any IEP meetings or other scheduled parent meetings will be shifted to a Google Meet to allow for the engagement with the family to continue. If they parent/guardian is not able to navigate the technology in order to participate in a Google Meet, the faculty/staff will provide the family the call in number and pin for the Google Meet so that they can participate.

4. What procedure will identify student participation during a flexible instructional day to enforce attendance under Article XIII, for your primary plan?

Please make sure that you address the following components in your response:

- How do teachers keep track of attendance? How do teachers keep track of participation?
- If you are going to use completion of assignments as proof of participation then the assignments must be submitted on the FID or immediately upon return to school.
- Students who did not participate during the FID should be reported as having either excused or unexcused absences accordingly.
- If you are using packets or doing all asynchronous teaching, how will you know that the student is completing the work on the FID?

Daily Attendance will be taken based on the response to a Attendance Question posted in the Homeroom Google Classroom. Students' attendance will be tracked based on the response to that question. Period Attendance will be based on the submitted work through the Google Classroom. Students that do not submit answers to the attendance question or submit work posted in the Classroom, will be marked absent. Students at the KDG center are required to submit their completed FID packet the next day of school after the FID. If a packet is not submitted, the student will be marked absent. Students who do not submit work for the FID will be marked unexcused absent, unless there is documentation submitted that absence is excused for any of the listed reasons in School Code 1304 & 1326. Assignments for a FID may be submitted for credit after the the deadline; however, attendance for the FID will be determined based on the submission of the FID assignments.

true Our public school entity will rely entirely upon a primary plan and will not have a contingency or backup plan, so if the primary plan fails, then a make-up day will be used.

