

## 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

- How will you notify all stakeholder groups that your district is planning to apply for the Flexible Instruction Day (FID) Program?
- Immediately prior to or on the FID, how will you notify your stakeholders that the district has decided to implement a FID? (please identify all methods of communication)
- Ensure you differentiate between parents / guardians and students vs informing staff.
- Ensure the procedure for notifying all stakeholders prior to a flexible instructional day being instituted, is detailed and clear.

\*Notification to be posted to our district homepage at [www.wyomingarea.org](http://www.wyomingarea.org) on September 1, 2021 - This will be explained thoroughly on the website with the ability to email with questions and concerns. \*Notification to be posted to our district homepage, send out School Messenger via telephone and text notifications on September 1st, 2021 for all guardians and parents. \*Staff will be notified at the first in-service during our opening day on September 1st, 2021. This will be explained to every staff member in the district by Director of Curriculum.

### 2. Describe the procedure for instituting a flexible instructional day.

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

- Include (if applicable) the use of technology and equitable accommodations for students and professional staff lacking sufficient home access to devices and/or the Internet.
- How will the FID day be structured?
- How will you provide instruction?
- Include requirements pertaining to the delivery of services and specially designed instruction, which includes accommodations and modifications for students with special needs or disabilities.

\*Every student is provided a Chromebook including our district cyber students. Hotspots will be available for those who do not have internet connection.

\*All faculty and staff will have laptops or Chromebooks provided. There is also HotSpots available for those who do not have internet access at home. The teachers will have appropriate teaching materials that will remain home. There will always be a building level and district level administrators accessible during a FID. \*Normal school day within our Virtual model of utilizing Google Classroom. Student will need to log into homeroom and answer a homeroom survey for attendance. Each class will have a Google Classroom set up with a Google Meet Link. Each link will be turned on 5 mins before class instruction and closed 5 mins after class instruction. Students will follow their regular course schedule until the dismissal. \*Google Classroom - Posting of assignments where the completion is monitored by classroom teachers, paraprofessionals, and administration. \*Accommodations and modifications will still be made available to students virtually by following the SDI's of the IEP to the best of our ability within a Virtual environment / individual Google Meets scheduled for

students with IEP's with the Case Manager \*In the event of a power outage, Parent/guardians would have to contact the building principal to let them know of the outage. They would then be contacted by the classroom teacher via a phone call, who will assign work (found in the packets sent home by November 1, 2021). Upon the return to the brick and mortar building, work will be submitted to the classroom teacher.

**3. Provide a contingency plan - an alternative method of delivering instruction, should there be issues with the availability of technology or student access to the materials and instructors during a flexible instructional day.**

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

- Include an alternative method of delivering instruction, should there be issues with the availability of technology or student access to the materials and instructors during a flexible instructional day.
- How will you ensure access to the materials and resources required for instruction and completing assignments during the FID?
- How will professional staff provide assistance to the students that are working at home with hard copies or don't have access to technology resources?
- How will you ensure that the materials and resources are relevant when the FID is initiated?
- Your contingency plan must ensure compliance with compulsory attendance laws and addresses extenuating circumstances and what workarounds would be available for students to meet the FID requirements.

Emergency packets of work will be created and distributed prior to a weather cancellation and/or if technology issues arise. Teachers will create a FID Google Classroom emergency FID packet - This information will be posted on each Teacher's Google Classroom as well as communicated to students and families prior to alternative method of instruction being instituted. The teachers will coordinate the packet with the work being conducted in the classroom, so it's timely and relevant. Quarterly updates will be provided to families. In the event of a power outage in a student's area, parent/guardians would have to contact the building principal to let them know of the outage. They would then be contacted by the classroom teacher via a phone call, who will assign work (found in the packets sent home by November 1, 2021). Upon the return to the brick and mortar building, work will be submitted to the classroom teacher. In the event a child did not bring the packet home when supplied by the classroom teacher before November 1st, parents will be provided the option to pick up the packets during inclement weather and if they choose not to the student would only be marked unexcused absence. This will be adjusted accordingly upon return to school.

**4. Describe the responsibilities of professional staff during a flexible instructional day.**

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

- Include teacher and professional/support staff availability (hours, guidance, accessibility (phone, email, skype, etc.).

Google Classroom will be the core of our Virtual instruction. All faculty and support staff were provided with on-going Professional Development in the Google Suite from March 2020. Email and Google Voice. Professionalism will be monitored by building principals. Teachers and professional/support staff will be available during the regular school day; 8:35 to 3:35 p.m. for our elementary teachers and 7:35 to 2:29 p.m. for our secondary teachers via phone, Google Meet or email. Teachers will need to have hardcopy packets distributed to students by November 1, 2021 during the regular school day. These packets will consist of instruction activities from the end of the through the second semester. In the event of a power outage in a student's area, the parent or guardian must notify their building principal and arrangements will be made to pick up the packets, if the student doesn't have already have packets. Teachers will contact parent/guardians regarding the assignment for that day. The district will provide Hotspots for WiFi access, in the event that the teacher does not have equitable accommodations at home to allow for instruction to continue. Every teacher is given a laptop to use, along with a Chromebook. All materials will be given to the staff prior to the FID. Other staff (para-professionals, nurses, and counselors) will be available through phone and email throughout the regular school day. Secondary Center 7:35 to 2:29 p.m and Elementary 8:35 to 3:35 p.m.

**5. Describe the responsibilities of students during a flexible instructional day.**

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

- How will students participate?
- How will students complete assignments or working on ongoing projects?
- How will students prove attendance?

Students will answer an asynchronous attendance question posted in their homeroom Google Classroom. Students will complete assignments posted by classroom teachers in the Google Classroom and submit by established district-wide deadline of 11:59 p.m. OR submission of the designated emergency FID packet upon the return to the school. The district will provide HotSpots and Chromebooks to students, who do not have internet access at home. All materials will be given to the students, prior to the FID. \*In the event of a power outage, Parent/guardians would have to contact via a phone call, the building principal to let them know of the outage. They would then be contacted by the classroom teacher via a phone call, who will assign work (found in the packets sent home by November 1, 2021). Students will be responsible for bringing home their packets in the event of an insufficient amount of technology FID. Those packets will be sent home by November 1, 2021 by their classroom teacher. Upon return to the classroom, work completed would have to be submitted to the classroom teacher. \*The option to get class work after a FID and be counted in attendance due to technology or internet issues is not in compliance with our local attendance policy.

**6. Describe the procedure for tracking student participation (i.e., attendance) during a flexible instructional day.**

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

- How do students sign in / how are they accounted for?
- 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.

Students will answer an asynchronous attendance question posted in their homeroom Google Classroom. Students will complete assignments posted by classroom teachers in the Google Classroom and submit by established district-wide deadline of 11:59 p.m. OR submission of the designated emergency FID packet upon the return to the school. Teachers will enter attendance codes on the next school day. Teachers will use Completion, submission, and assessment of posted assignments OR (emergency FID packet) to determine student participation. If the student cannot log into Google Classroom to answer the attendance question, they would have to call the building principal before homeroom (before 8:10 a.m. for the Secondary Center and 9:10 a.m. for the Elementary Centers). They will be marked present for the day. Upon return to school, students will have to bring any work assigned to that teacher to show completion of assignments. Students who do not participate during the FID will be coded in our student information system (CSIU) as being an excused absence. Per local attendance policy, student will return to school with a written excuse by the parent or guardian within 3 days of the return to school.

## Exemplars

### Core Course Qualifying Question

Does your LEA offer courses to your students in these curriculum areas?

#### Appendix A. English Language Arts (ELA) courses grades K-8

Yes

#### Upload Date

2021-05-24

#### Uploaded Files

FID EXEMPLAR 2021 2022 A-F Angeli 5th ELA (2).pdf

FID EXEMPLAR 2021 2022 ELA K-8.pdf

#### Appendix B. ELA courses grades 9-12

Yes

#### Upload Date

2021-05-24

#### Uploaded Files

FID EXEMPLAR 2021 2022 A-F (1) English 12 and AP English (1).docx

#### Appendix C. Math courses grades K-8

Yes

**Upload Date**

2021-05-25

**Uploaded Files**

FID Exemplar K-8 Math.pdf

**Appendix D. Math courses grades 9-12**

Yes

**Upload Date**

2021-05-24

**Uploaded Files**

FID EXEMPLAR 2021 2022 Math 9-12.pdf

**Appendix E. Science - grades 9-12**

Yes

**Upload Date**

2021-05-24

**Uploaded Files**

FID EXEMPLAR 2021 2022 Science 9-12.pdf

FID EXEMPLAR 2021 2022 Laboratory Activity.pdf

**Appendix F. Social Studies – grades 9-12**

Yes

**Upload Date**

2021-05-24

**Uploaded Files**

FID EXEMPLAR 2021 2022 Social Studies 9-12.pdf

**CTE Qualifying Question**

**Does your LEA offer five (5) or more career and technical programs to your students?**

No

**Signatures and Assurances**

**Upload of School Board Minutes or Affirmation Statement**

**Date of Approval**

2021-05-26

**Uploaded Files**

Board Approval - FID.pdf

**Assurances**

- x Staff, students, and parents shall be made aware of notification procedures prior to the institution of a flexible instructional day and the means of notification shall be fully accessible.
- x Responsibilities shall be agreed upon and expectations shall be communicated to all staff, students, and parents prior to the institution of a flexible instructional day.
- x Attendance shall be strictly enforced in compliance with Article XIII during a flexible instructional day.
- x Students shall be provided health services during a flexible instructional day in compliance with Article XIV. Free Appropriate Public Education (FAPE) shall be afforded all students during a flexible instructional day in compliance with the Individuals with Disabilities Education Act (IDEA).
- x Should technology ever be employed during a flexible instructional day, policies and measures are in place to ensure the cyber-safety and security of students accessing online school services and digital resources.
- x Should technology ever be employed during a flexible instructional day, technical assistance and support shall be provided, as appropriate, to ensure access to instruction and resources.

<b>Superintendent/Chief Executive Officer/Executive Director</b>	<b>Date</b>
Janet Serino	2021-07-21