

BACKGROUND AND ELIGIBILITY

With the passage of Act 64 of 2019, section 1506 was added to the Pennsylvania Public School Code ("School Code"), 24 P.S. § 15-1506, enabling public school entities the opportunity to develop a FID program to meet the 180 instructional day requirement of section 1501 of the Pennsylvania Public School Code, 24 P.S. § 15-1501. The FID program may be online, offline, or a combination of the two.

While public school entities are expected to build make-up days into their local school calendars, FID programs can support the public school entities in cases when circumstances prevent the delivery of instruction in its customary manner or location for any of the following reasons: an epidemic, a hazardous weather condition, a law enforcement emergency, the inoperability of school buses or other equipment necessary to the public school entity's operation, damage to a school building, or a temporary circumstance rendering any portion of a school building unfit or unsafe for use. With the exception of the 2019-20 school year, if a public school entity is approved to implement a FID program, the number of FIDs instituted may not exceed five (5) days per school year.

A public school entity electing to institute a FID program must develop a FID program that meets the assurances outlined in the application. The FID application must be approved by the public school entity's governing body prior to acceptance by the Pennsylvania Department of Education (PDE).

ASSURANCES

- 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.
- 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.
- Attendance shall be strictly enforced in compliance with Article XIII of the School Code during a flexible instructional day.
- Students shall be provided health services during a flexible instructional day in compliance with Article XIV of the School Code.
- 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).
- 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.
- 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.

NARRATIVES

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

The official source of all information related to The Clairton City School District's response to an emergency situation is the District's website: www.ccsdbears.org.

Sometimes conditions arise which force the closing or delay of school. If this occurs in the morning before school begins, the Auto-Dialer Phone System will be activated to call every home of students, teachers, and staff to alert them as early as possible after the decision is made. Announcements will be made by television stations Channel 11 (WPXI), Channel 4 (WTAE), and Channel 2 (KDKA). Additionally, announcements may be made by radio station 1020 (KDKA). Closings are also listed on the Clairton School District website as well as the following web sites:

- <https://www.wtae.com/weather/closings>
- <https://www.wpxi.com/school-closings>
- <https://pittsburgh.cbslocal.com/school-closings/>

Official updates from the Superintendent’s Office will be published on the District’s website when any new information is received from the PA Secretary of Education and/or the Governor’s Office. Parents will receive updates regularly via the District’s messaging system, social media accounts, email, phone calls, and/or text messages.

All District employees (administrators, teachers, support staff) have email addresses. The staff directory of email addresses is available on the District’s website. All District students also have District email accounts. Teachers will communicate with students using their District email accounts or other learning management system platforms such as Canvas, Google Classroom or online applications like Zoom.

2. *Describe the procedure for instituting a flexible instructional day, including (if applicable) the use of technology and equitable accommodations for students and professional staff lacking sufficient home access to devices and/or the Internet. Please provide an alternative method of delivering instruction, should there be issues with the availability of technology or student access to the materials during a flexible instructional day.*

The Clairton City School District will implement our Flexible Instructional Day plan when any of our school buildings are prevented from opening due to utility failures [such as water, gas, electricity, etc.], extreme weather conditions, or any other such conditions which render the building unavailable or unsafe for student instruction.

If more than 30% of our staff are unable to deliver instruction remotely, or more than 40% of our student body is unable to participate in remote instruction, a FID day WILL NOT be used.

With regard to access, all students and families were contacted by District personnel to determine access needs and update contact information [especially email addresses] beginning on March 12, 2020.

Devices we secured for students at the elementary level beginning in the spring of 2020. Students in the upper elementary grades will be issued and using laptops, while our younger elementary students will be using iPads particularly at the beginning of the school year. Laptops are available for all K-5 students, enabling our elementary to become a "1:1" school.

Students at the secondary level are all issued a laptop at the beginning of each school year. This has been in place since 2016.

The District has also recently purchased a limited number of “hotspots” for students and families without internet access at home. In some cases, it may be necessary for students to access other non-digital materials. In the event that becomes necessary, the teacher will contact the building principal and make arrangements to have students pick up those materials as soon as possible.

Computer software and hardware support will be available through our Technology department. Appointments can be requested by emailing or calling the help desk at the information provided on the District website. Some assistance may be able to be provided remotely.

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

General Expectations

At the elementary level, the teachers will use Canvas LMS as well as a wide array of methods for communication and instructional delivery. These are based on already established methods used between students, classroom teacher, and their families during the beginning of the school year.

Planned instruction will include: providing assignments for all the classes students would typically have in a normal instructional day. Teachers at the elementary level will review completed work, answer student questions, provide enrichment and remediation, and assign grades. All student questions will be responded to by the teacher within 24 hours of the student’s communication.

At the secondary level, the teachers will use Canvas LMS as their learning management system, enabling them to deliver content and communicate assignments and activities to the students. The students will use this platform as the means for gathering and submitting assignments and responding to teacher directives, questions and requirements. Planned Instruction will include providing assignments through Canvas for all classes in which they are currently enrolled, on days which school would have been in normal operation. Teachers at the secondary level will review completed work, answer student questions, provide enrichment and remediation, and assign grades. All student questions will be responded to by the teacher within 24 hours of the student’s communication.

Any student enrolled in our cyber program will have access to their regular courses and coursework. This applies to both elementary and secondary students, whether they have full-time or blended cyber schedules.

By employing tools for communication that may include Google Classroom, Class Dojo, Seesaw, webpages and email, the teachers will be able to post assignments, directions, and activities that will allow the students to practice skills, review foundational information, and learn new content and skills remotely.

As needed, print versions of materials will be made available to students and families.

Elementary Level [grades K – 5]

At the elementary level, teachers will communicate daily with students and families to provide assignments via Canvas, Class Dojo, or Seesaw. Notifications at the elementary level will also be communicated through Canvas, Class Dojo, Seesaw, and district email. Some teachers may provide instruction through video conferencing or print material as well. At the elementary level, students will complete assignments for all the classes students would typically have in regular instructional day. Teachers at the elementary level will post daily activities and assignments for the students to complete. Along with these activities and assignments, the teachers will provide supplemental resources for the students to help support each activity in an asynchronous environment. Teachers will also maintain a consistent line of communication in order for the students to be able to ask questions and gain feedback as they work through the activities and assignments. The expectation is that all student and parent questions will be responded to within 24 hours of the question being posted. Teachers will review the completed student work, provide feedback, answer student questions, provide enrichment and remediation activities, and administer assessments.

Secondary Level [grades 6 – 12]

Teachers will communicate daily with students to provide assignments and activities. The assignments will be delivered primarily through Canvas at the secondary level. Some teachers may use video conferencing or printed materials for instruction. At the secondary level, students will complete assignments and submit them through Canvas or via email for all classes would typically have in a regular instructional day. Teachers at the secondary level will post daily activities and assignments for the students to complete. Along with these activities and assignments, the teachers will provide supplemental resources for the students to help support each activity in an asynchronous environment. Teachers will also maintain a consistent line of communication in order for the students to be able to ask questions and gain feedback as they work through the activities and assignments. The expectation is that all student and parent questions will be responded to within 24 hours of the question being posted. Teachers will review the completed student work, provide feedback, answer student questions, provide enrichment and remediation activities, and administer assessments.

Cyber Students – All Levels

Expectations for cyber course work for students with full-time or blended schedules remain the same.

Special Education and ELL

If students have a device and internet connection, they will be working online through Canvas. Staff, regular education teachers, special education teachers and paraprofessionals have access to provide support to the students by phone, email or a virtual conference via Conference, Zoom, Google Hangouts, etc.. Families may request or the IEP team may choose the option of paper and pencil for packet learning.

Related service therapists (OT, PT, Speech and Vision) will contact families to set up a day and time when they can provide virtual services. If not possible, they will send a list of exercises that families can do with their child at home. Case Managers and therapists have provided contact information. Teams have been asked to collaborate on adaptations and modifications for students with an IEP. The secondary school paraprofessionals have will maintain working with their same teachers to support the

students throughout the day. One-to-one paraprofessionals will be available to assist their students, but also be available to support others if needed.

Our school based mental health service provider, Wesley Family Services, will communicate and provide support to students and families by phone and Doxy.me. Medication appointments will still be held if possible.

Our ESL teachers will be utilized in similar ways as our traditional program, ensuring reasonable and appropriate supports are in place to demonstrate a good faith effort in supporting the language proficiency needs of English learners. Students in our ELL program will only be required to do the ESL ELA assignments and not their grade level ELA assignments. These assignments focus on vocabulary, reading, listening, speaking, and writing. Teachers will post ELA assignments through Canvas, and can set-up remote conferencing based on individual needs.

4. Describe the responsibilities of students during a flexible instructional day.

Students will work daily, on days listed as school days on the district calendar.

Students at the elementary will go to the teacher's webpage through Canvas LMS, Seesaw page, or email to receive the daily instructions for assignments, activities and requirements. Teachers will provide direction on what activities should be completed, resources for completing the activities, supplemental resources to support the activity and how assignments/work will be collected. The method the students use for submitting assignments will reflect the procedure they are accustomed to in their classroom currently used by individual teachers. This will primarily be through the Canvas portal, which the students will practice and use on a daily basis in their regularly scheduled classes. Teachers will provide the students with a means of corresponding with them in order to ask questions, review information and clarify directions. The students are responsible - along with their parents, depending on the grade level - to ensure that they are asking their questions and receiving feedback. Since most instruction will take place asynchronously, it will be imperative that the student uses the communication lines provided by the teacher to ask questions and gather teacher feedback.

When planned instruction is provided, assignments will be required and will be graded. It will be the responsibility of the students to submit their work to the teacher as a means of both attendance and participation in the assignment.

Middle and high school students are expected to login to and check their school email daily. High school and middle school students should check each course on their current schedule through Canvas. Teachers will send assignments primarily through this platform, but may also email or set up video learning opportunities. High school and middle school students will submit work through their course's Canvas portal, which the students will practice and use on a daily basis in their regularly scheduled classes. Work will be graded and students will receive feedback on the work they complete and submit similarly to the process used when work was graded during face-to-face instruction. It will be the responsibility of the students to submit their work to the appropriate the teacher as a means of both attendance and participation in the assignment.

Expectations for our cyber school courses for students with full-time or blended schedules remain the same.

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

When a FID is called, students will be required to fill out and submit an online form indicating participation through their Canvas "homeroom." The online form will indicate name, grade, homeroom teacher and attendance, and will be recorded in the office.

A student would need to log-in and complete their assignments for the day to be considered "present" in their individual classes for purposes of individual class attendance. Since most activities will be offered in an asynchronous environment, students will be able to work at their own pace to complete assignments, but must communicate regularly with the teachers in order to meaningfully participate in any synchronous lessons.

All assignments must be completed by the teacher deadline for submission or communication with the teacher must be made to extend the deadline. Multi-day assignments will count towards multi-day attendance for a class. Attendance credit will be rewarded when the assignments are submitted for review. Although some teachers will provide instruction through video conferencing, synchronous attendance is not an expectation. Completion of assignments, participation in activities and completion of assignments and assessments is an expectation for all students.

We recognize that some students and families may experience problems when accessing online learning such as internet access, home life issues, and other distractions. Should this occur, families and students are encouraged to reach out to teachers, counselors, and other support professionals for assistance.

LESSON EXEMPLARS

Included are lesson exemplars designed to progress the learning for all students in support of course objectives and representative of instruction on a flexible instructional day. Their design elements include reference standards, expectations for instructional outcomes, opportunities for accommodations, resources to be utilized, delineations for student participation, and definitions for evidence of learning.

- Appendix A – Elementary ELA Lesson Plan
- Appendix B – Secondary ELA Lesson Plan
- Appendix C – Elementary Math Lesson Plan
- Appendix D – Secondary Math Lesson Plan
- Appendix E – Secondary Science Lesson Plan
- Appendix F – Secondary Social Studies Lesson Plan