

Flexible Instruction Day Guidance

Application

The Application is due to PDE no later than June 1st each year through the FRCPP. The Application must be submitted with signed assurances from the Director and copies of the JOC approval. Approval is good for three school years ending on June 30th of the third year. The application must include two full lesson plans (in the PDE required format) from two different CTE programs.

Use of Flexible Instruction Days

The HCCTC will have the opportunity to use up to Five (5) days over the course of one school year. It can be used only for one of the following:

- Disease Epidemic
- Hazardous Weather Condition
- Law Enforcement Emergency
- Inoperability of school busses or other equipment necessary to the public-school operation
- Damage to school buildings
- Temporary circumstance rendering any portion of a school building unsafe.

Parents, Students, teachers, staff, admin and all contracted services must be notified via multiple communication tools immediately prior to the use of the FID.

Implementation Guide

The Flexible Instruction Day will apply to all HCCTC students including ones requiring accommodation. All FID plans must include a contingency plan for students that do not have devices, failed technology, and connectivity issues. Material supplied to a student after the FID cannot count for grades or attendance. Material cannot be supplied after the FID. Flexible Instruction days are reported to PDE by June 30th each year. Technical Assistance must be available to both staff and students during the FID.

Contingency Plan

It is required that all schools have a contingency plan in the event of technology failure, power outages, etc. Multiple access to instructors should be available (email, phone, etc.)

Attendance

All Pennsylvania School Code requirements for compulsory attendance will apply on Flexible Instruction Days. Attendance must be tracked in multiple ways to ensure that it is available in case of technology failure. If an assignment is used to track attendance the hard copy assignment must be submitted upon return.

Free Appropriate Public Education (FAPE) Considerations

FID assignments must take into account IEP modifications and accommodations.

References

<https://www.education.pa.gov/Teachers%20-%20Administrators/School%20Services/Pages/FIDGuidance.aspx>

Huntingdon County Career and Technology Center Flexible Instruction Day Implementation Procedures

FID Application

- The Curriculum Committee will review and submit the FID application through the FRCPP no later than June 1st of each.
- The FID days will be reported by Administration to the Department of Education by June 30th of each year.

FID Notification

- Instructors should make notification to the students and parents by September 1st as to the preferred communication methods for notification and receiving lesson plan assignments.

FID Lesson Plans

- Each instructor will maintain and provide to the committee five (5) lesson plans that will include a contingency plan for no connectivity as well as accommodations for that meet IEP requirements for appropriate students
- Lesson Plans will be provided to each student no later than September 1st in hard copy, online format of the instructors choice such as Google Classroom or webpage. The lessons may be available to students in a Pin Drive as well.
- All FID assignments must be turned in the following school day in order to be counted for a grade. Any materials not returned the next school day will receive a Zero (0) for grade (with the exception of the excused absence – see attendance).

FID Instruction

- Each Instructor will post a Zoom meeting link for 8:30 AM for the AM students and 12:05PM for the PM students for each FID day.

FID Attendance

- Attendance will be recorded on the next day that school is in session. Students will be marked present if they return all assigned FID materials. Students will be marked absent if assignments are not returned.
- All HCCTC Handbook attendance policies apply including but not limited to
 - Reasons for excused absences – Excuses must be submitted within three (3) days upon returning to the school or FID absence will be unexcused.
 - Illegal absences – Work Ethic Grade will be adjusted accordingly.
 - Excused Absence Make Up work – Student has ten (10) school days to return work at which point the student will receive a Zero (0).

FID Availability

- All HCCTC staff should be available during their normal workhours.
- Instructors must provide students and parents with a preferred communication method such as email, google classroom etc.
- Paraeducators should be available to students and instructors with a preferred communication method provided to students at the beginning of the year.
- Office staff, Admin and technology staff should be checking emails and voicemail to monitor requests to support students, parents and instructors.



Huntingdon County Career and Technology Center
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Board Affirmation Statement

As required by the Pennsylvania Department of Education, the Board of Education for the **Huntingdon County Career and Technology Center** reviewed and approved the Flexible Instructional Day Program at the following Board Meeting, held on **April 11th, 2023**. The application was approved by a vote of ✓ (yes) and _____ (no).

Affirmed on this 11 day of April, 2023

By: Shelley J Houck (Signature of Board President)

Shelley Houck Shelley J Houck (Print Name of Board President)

Huntingdon County Career and Technology Center Joint Operating Committee - **Board of Education**



Karen Cisney <kcisney@hcctc.org>

FID

1 message

Laura Hicks <lhicks@hcctc.org>

Sat, Apr 1, 2023 at 3:29 PM

To: Tony Payne <tpayne@hcctc.org>, Karen Cisney <kcisney@hcctc.org>

I updated the policy based on what we talked about on Friday. Basically all assignments are due the next day unless they have an excuse that must be turned in within 3 days. Then our policy says they have 10 school days to turn in the assignment.

The policy is revised on the FID application in the FRCPP. Attached is the policy and the assurance to be signed by the JOC. If you can please add that to the agenda Karen.

Once I get the assurance and the exemplars I will submit the plan.

THANKS

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Laura Hicks

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Check Us Out online at www.hcctc.org

Or on Facebook at <https://www.facebook.com/huntingdoncountycctc/>

2 attachments



Flexible Instruction Day Guidance Policy HCCTC 23-24.docx

18K



FID_Board_Affirmation 2023.docx

69K