

Lenape Tech

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.

Creating awareness along with a clear understanding of FID programs is critical to successful implementation. Students, staff, parents, school board, and community all need a clear understanding of how the program will work and what roles each must play. -Students will be informed during summer orientation, open house events, shadowing experiences, school news letters and social media platforms as well as classroom presentations by administration and support staff at the start of each school year. -Staff will be informed of the procedures and expectations regarding instructional strategies and supports, as well as the professional development plan needed to implement the FIDs successfully. -Parents will be informed during summer orientation, open house events, shadowing experiences, school news letters and social media platforms as well as having access to the Microsoft Teams for each class their child participates in and the corresponding FID lessons, as well as a specially prepared parent guide that outlines the specifics of the FID program and how it applies to our career and technical school. A Parent Resources page exists on our website that provides all of the resources both students and parents need for successful participation in a FID day. -School board members will be informed during a presentation which outlines the FID process, purpose, and structure of the plan to support students/families -Community notification via our district newsletter/magazine, our social media and website platforms Notification procedures for stakeholders prior to commencement of an FID: Determination made by administrative director for the need to cancel school. Administrative Director alerts the school Principal and Special Programs Coordinator, and Technology Coordinator of school closure. Principal ensures that SwiftK12 notification system is activated which alerts all student households by phone, email, and text message. All pertinent information is posted to the Lenape Tech website as a pop-up with active links to resource page, Facebook page, Twitter, and Instagram. The aforementioned communication will direct parents and students to mylenape.net where detailed instructions on how to access instruction for the day will be provided. Lenape Technical School has utilized Microsoft Teams and Office 365 for its programs since the 2017-2018 school year. Teachers and students have utilized these tools and are experienced with accessing information. These systems

have provided students with the ability to access work and assignments in the event of absences or school closures, such as those experienced during the state mandated closure of schools implemented in March of 2020. It is our intention that the Teams platform serves as our school-wide study and learning resource platform which allows for a focused approach to training and supporting our students in using the tools that best meet our needs. Each instructor will prepare folders for each course they teach on Teams. Folder will be labeled with the course title as it appears on student schedules, with specific Flex Day packets numbered 1-6. Prior to a closure event, teachers will work with students in class to ensure accessibility and understanding of the Teams structure and steps for completing assignments within each course they are enrolled in. Additionally, students will complete a mock FID assignment to ensure students are comfortable and familiar with accessing their assignments, submitting work, and locating teacher contact information for additional support.

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 will students receive the materials so they can complete assignments/participate in the FID?

How will FID's work for Lenape Tech? All student and staff households will be notified of the school closure and the implementation of a Flexible Instruction Day via our SwiftK12 alert system. Notification will also be made via social media, the school website, or other appropriate platforms including news stations. Both students and instructional staff will utilize Microsoft Teams as our remote learning platform during FID's. As long as the student checks-in with their teachers and completes their assignments, they will receive credit for that school day. Primary mode of instruction will be asynchronous online learning. Structure of a FID day will be as follows: FID day parent/student notification as early as possible once a decision has been made to cancel school. 0725--Teachers login to Teams/Microsoft to ensure accessibility and verify digital content is prepared to be deployed. Paraprofessionals will also communicate with the technical instructors regarding needs

and monitoring for assistance prior to the start of the student day. 0930--Student login to Teams for their first period class. Attendance check-in. 1010--Students login to Teams for their second period class. 1050--Students login to Teams for their third period class. 1130--Students login to Teams for their fourth period class. 1200--Lunch 1240--Students login to Teams for their fifth period class. 1320--Students login to Teams for their sixth period class. 1420--Remediation or additional support time available for all students. Teacher office hours from 1420 until 1440. 1440--Conclusion of FID. Each course syllabus includes specific instructions by-teacher as to how students will access FID materials online. Teachers include training for their students at the start of the course to ensure they can access materials. Additionally, the school website includes a parent-guide and instructions for accessing learning materials. Teachers may also elect to utilize paper copies of assignments and materials in lieu of online content. These materials are provided prior to implementation of a FID. Likewise, students with technology limitations have the option of completing assignments via hardcopy that are identical to online versions to ensure consistency.

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.
- Include staff, professionals, administrators, tech support, guidance, counselors, and health service providers.
- 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.).

Prior to the Flexible Instruction Day, each teacher will create a total of five (5) Flex Day folders, each containing instruction and assignments equivalent to the amount of material that would be covered during a typical school day. These folders will be saved on Microsoft Teams. Each teacher will review with their students the location of the folders and corresponding assignments, as well as student- expectations when a Flex Day is initiated. Teachers will also create “Flex-Packs” which are paper copies of Flex Day assignments for students that do not have access to the internet or lack the appropriate technology. Assignments can be explained ahead of time to ensure students understand the expectations and learning outcomes. When each Flex Day is in effect, all instructional staff as well as paraprofessionals will be required to be logged in at 7:25am. Instructional staff that need to come into the school building will be required to be logged in by 9:25am. Once logged in, the teacher will send a message to their students via Microsoft Teams to announce that they are present and available for

assistance, support, or clarification if needed. If any individualized instruction is needed, each teacher will interact with their Team/class/group of students in real-time via Teams Chat. Each student will be able to work through assignments and complete their lessons with their teachers as well as paraprofessionals digitally present. School administrators may be remote or in the school building depending. Their role is to assist with attendance concerns, sending school communications, and to support the instructional staff in FID deployment. Technology support persons may be remote or in the school building depending. Their role is to address any district-wide technology issues and communicate any necessary changes to the FID process in the event of a large scale interruption to infrastructure. Health services personnel will contact homes of students who would typically take medication during the school day to ensure that medications are administered and that student has support at home for administration. Support staff/secretaries are trained in the walk-through explanation of student access/responsibilities should parent or students call-in with questions. As stated prior, paraprofessionals/instructional aides are assigned to each technical program. During a FID, these individuals will also login to Teams for the programs they are assigned to provide assistance to all students, but particularly those with learning disabilities. This includes providing support and clarifying or adapting assignments. Lenape Tech Learning Support (LS) teachers are employees of the Armstrong School District who work in our building. LS teachers will follow the FID schedule as stated above. In co-teaching environments, the LS teacher is a member of that class and is digitally present during via Teams to support students with disabilities.

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.

The Microsoft Teams application requires a login which is captured by all users and can serve as an initial verification of attendance. Additionally, under the “student expectations” guide, students are reminded to notify their teachers via the chat

or post feature for each and follow the class schedule stated previously. This check-in and engagement will serve as the primary means of verifying student attendance for the FID. Once logged in, the teacher will send a message to their students via Microsoft Teams to announce that they are present and available for assistance, support, or clarification if needed. If any individualized instruction is needed, each teacher will interact with their Team/class/group of students in real-time via Teams Chat. Each student will be able to work through assignments and complete their lessons with their teachers as well as paraprofessionals present. In situations where paper copies are required due to connectivity issues or specific learning needs, these assignments are due when the school returns to in-person instruction. If a student does not engage with their teachers via Teams, does not complete the online assignments, or fails to submit any paper copies upon their return to school, they shall be marked absent. From there, our attendance policy applies and will require a parental or medical excuse and the student must complete the FID assignments per our make-up work policy. In the event of reported service interruptions due to infrastructure failures resulting in students being unable to participate in a FID, or were not present in school when materials were handed out prior will be marked as absent. The district's attendance and make-up work procedures will then apply.

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.