

Wilson Area School District
Flexible Instructional Days
2020-2021

Public School Entity: Wilson Area School District

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ASSURANCES

Check each box below to indicate your assurance that:

- 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.
- X 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.

NARRATIVES

Describe the procedure for notifying all students, parents, and professional staff that a flexible instructional day is instituted.

The Superintendent will make the determination for the need of a Flexible Instruction Day. Students, parents, and professional staff will be notified that a Flexible Instruction Day is being instituted through the Wilson Area School District's emergency notification system via Skyward. Parents, students, teachers, and the community will receive phone calls, email, and text notification. In addition a push notification will be instituted through the Wilson Area School district app as well as notification on the Wilson Area School District web page. The Superintendent will also inform local media outlets (WFMZ) of the FID.

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.

Steps will be taken before and/or upon implementation of a FID to ensure equitable accommodations and access to instructional materials and communication between students/families and staff. Should weather conditions clearly indicate the possibility that any communities/areas within the District could experience power outages or if power outages are reported, the District will not implement a FID. All Wilson Area School District students have been provided with a District owned device (Chromebook). The District has secured funding through Northampton County to provide broadband internet access to any low income family (as defined by free and reduced lunch eligibility). Other students that may lack broadband access will be provided District owned hotspot devices. In March, 2020, the District determined families/students lacking internet access and retained that information for future reference. As such, any students/families lacking internet access during the 2020-2021 school year will be provided with vouchers to receive free internet through one of two local service providers or a District hotspot. The District will continue to assess and monitor for internet needs on a regular basis prior to and throughout the school year so that additional needs can be addressed. During the first month of school students will be taught how to use the Chromebook devices and access Google Classroom. Students will practice these skills frequently both at school and at home. Before the District implements a Flexible Instruction Day, it will ensure that students have internet access at home. Synchronous online instruction following the school schedule will be delivered through the use of Zoom and Google Classroom on flexible instruction days. Classroom teachers will upload assignments, activities, and online resources to their Google Classrooms under a section entitled "FID Materials." Teachers will use a variety of resources to actively instruct in the online environment. If a student is unable to attend the synchronous session, the student can access the lesson and instruction on Google Classroom. Upon implementation of a FID, students will be expected to log into their Google Classrooms and engage in the posted materials as indicated by each teacher. In the case that students are unable to access either a device or internet, student work would be available at the child's school office and can be completed and returned to the classroom teacher within two days. The school principal and secretary will have access to each teacher's Google classroom.

The Wilson Area School District will have resources posted on the District website to help parents and students navigate through online learning and troubleshoot hardware and software (i.e Chromebook troubleshooting and care tips; Google applications; video conferencing tools; and home internet options). If after viewing the above resources, parents/students still have questions, they may contact the Wilson Area School District technology support team. Information on technology support can be found on the school district webpage.

At students' annual IEP meetings, the Individualized Education Plan (IEP) team will discuss any supports that may be necessary to meet the participation requirement of online learning during a flexible instructional day. Furthermore, special education professionals will coordinate with general education teachers to provide appropriate support to students with disabilities. Special education teachers and regular education teachers will continue to differentiate instruction for their students. Professional employees will work with families to schedule asynchronous and synchronous special education and related services within the instructional day.

Gifted Education and EL instruction will occur synchronously online following the students' daily schedule. The EL teacher will make accommodations/modifications as needed for classroom teachers to use with EL students and provide Core EL instruction daily. In addition, the EL teacher will maintain communication with students and their parents to provide them with the support and resources needed for online learning. When necessary, documents will be translated into parents' native language.

School counselors and/or school psychologists [where applicable] will be responsible for the monitoring progress/status of students who are currently on his/her Chapter 15 Section 504 caseload, SAP, and referral lists. Speech therapists should provide activities, monitor students' academic progress for their caseload, and collaborate with teachers for speech needs.

Health care services will be delivered in compliance with Article XIV of the School Code as with any regular instructional day. Parents and students may contact the school nurse by phone, email, or by scheduling a virtual meeting.

Describe the responsibilities of professional staff for a flexible instructional day.

Professional staff is required to work the contractual workday when a flexible instructional day is used.. The student schedule will follow the District online learning schedule. The instruction will consist of both synchronous and asynchronous instructional activities. Students will access the teacher's Google Classroom to obtain the Zoom link for synchronous instruction. Teachers will meet with students in each class in a synchronous environment to provide necessary instruction. Students may have learning activities/assignments that are synchronous, asynchronous, or both. Professional staff will follow their daily schedule and assignments. All employees will understand that communication is very important when operating in a remote/virtual learning environment and will utilize a variety of communication methods to promote ongoing communication and the provision of timely feedback. All teachers will ensure their lessons incorporate the following that would normally be provided if attending in-person.

- Overview/Learning Reason (***Why the learning?***)
- Estimated Time for Completion (***How long will the learning take?***)
- Explanation (***What to do***)
 - Task(s) to be accomplished
 - Quick Things to Know (for example)
 - Log ins needed
 - Access and Submission Directions
 - Examples of Work to be Completed
 - Expectations for Completion
 - Anything else as teacher directed
- Other Things to Do (***What to do when done***)
- Teacher Communication (***When to provide feedback***)

Professional employees will work with families to schedule asynchronous and synchronous special education and related services within the instructional day. In addition, professional employees will work with families to provide ESL and Gifted Support Services. Teachers and aides will collaborate with other members of their team or department to support remote/virtual learning experiences for their students. Teachers will use District curriculum and resources (e.g., Google Classroom, Zoom, Google Chat, online resources, etc.) to communicate and deliver content. Teachers will ensure that all students/parents have information specific to accessing online resources, including student login information. Teachers will clearly communicate daily and/or weekly learning objectives, activities, tools, and resources. Nurses will be available to parents/students for virtual meetings/phone conversations. School counselors will be available to parents/students for virtual meetings/phone conversations. Teachers will respond to student/parent inquiries in a timely fashion, maintain grades in Skyward, and track attendance via the attendance Google Form all students/parents must complete by 2:00 PM.

Describe the responsibilities of students for a flexible instructional day.

The student schedule will follow the District online learning schedule. The instruction will consist of both synchronous and asynchronous instructional activities. Students are expected to access the teacher's Google Classroom to obtain the Zoom link for synchronous instruction. Students will attend the synchronous session and complete the synchronous and/or asynchronous activities and assignment for each class. Students that cannot attend the synchronous lesson should notify the teacher via email or Google Classroom chat and are responsible to access resources in Classroom to complete learning activities and assignments. Students should use Google Classroom or email to initiate questions to his/her teachers; complete and submit any assignments by the due date; and be available to talk with the teacher on Zoom if struggling with the material. Students should establish daily routines for engaging in the learning experiences provided by teachers; identify a space in his/her home where he/she can participate in online learning; engage in all learning with academic honesty; communicate proactively with his/her teachers if he/she cannot meet deadlines or require additional support; comply with School Internet Safety policies including expectations for online etiquette; and practice effective time management. Parents can help their child and or submit questions to the teacher via email or classroom communication application.

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

Attendance reporting is strictly enforced by PDE in compliance with Article XIII of the Pennsylvania Public School Code (School Code). As such, students who did not participate during the Flexible Instruction Day will be reported as having either excused or unexcused absences. Attendance will be determined by completion of the specified online form by 2:00 PM on each FID. Attendance will be tracked in the District's Student Information Management System. Students who do not complete the form may be considered "excused" on a FID by submitting a parental excuse to the school building the child attends within the same timeframe afforded under normal circumstances. Students who obtain a paper packet at the school office will be considered in attendance. Teachers also will ensure students completed the assigned work as present in the specific class.