FLEXIBLE INSTRUCTION DAY PLAN

2020-2023

Public School Entity	SUN Area Technical Institute	⌄
	Choose your public school entity.	
AUN	116606707	
	Populated automatically based on selected public school entity.	
Contact	Jennifer Hain	
	Enter the first and last name of a primary contact familiar with your program.	
Email	jhain@sun-tech.org	
	Enter the email address of the primary contact.	
Phone	(570)966-1031 ext 110	
	Enter the phone number of the primary contact.	
Period	2020-2021 and two subsequent years	⌄
	Choose the FID period to which this application applies.	

Assurances

Select each box below to indicate your assurance that:

☑ 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.

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

Initially, we will send information to all parents notifying them of the possibilities of a Flexible Instruction Day and provide the following information. This will be accomplished through:

- Information packet sent home
- Parent/student orientations
- Q & A for Parents of SUN Area Technical Institute Students
- What is FIDs and how will it impact your family? Read below.

What is a Flexible Instructional Day (FID)? Flexible instructional days (FID) are deemed a school day and count toward the number of instructional days/hours required under Article 15

of the Public School Code and Chapter 11of the state Board of Education regulations. FIDs employ "nontraditional strategies" to provide a continuation of instruction on regularly scheduled school days when circumstances (primarily weather) call for an alternate approach. SUN Area Technical Institute applied and was approved to participate in this program for the next three school years.

How will it work for SUN Tech? On days when the school cannot be open due to inclement weather or another significant event. The instructors and students will stay home to complete their coursework for the day. If students complete their assignments, they will receive credit for the school day.

So, how does student attendance work? Student attendance will be determined by verification and completion of the lesson and/or assignment during the assignment window which will be from 8:00 am until 2:30 pm on the day that school is closed. Students must be signed on to Teams/Zoom by 8:30am where attendance will be taken by the instructor.

What is expected of students? Students are expected to work on assignments from home as assigned and given to via Microsoft Teams and SUN Tech student email and/or hard copies that were provided to your student. If a child does not have Internet access or equipment to log on, the student should communicate this with the teacher. Students will be provided hard copies of the assignment and can turn it into his/her instructor for full credit on the next day school is in session.

What's the benefit of a FID? It's an effort to address inclement weather days or other significant event while at the same time attempting to eliminate the need to extend the school year. SUN Tech will utilize FIDs in lieu of cancelling instruction for the day. Online learning will be part of the student's educational experience and it is our goal that this virtual instruction will provide students with the experience necessary to be successful in future online endeavors.

What if I have a student with special needs? The FID lesson will be designed for students with special needs utilizing their program modifications, specially designed instruction and supplementary aids and services identified in their individualized education plans or 504 service agreements. Upon return from a FID, paraprofessionals and special education teachers will meet with their students to review work submitted, checking for completion and understanding. If needed, students will have an additional school days to complete assignments if needed. Any related services (PT, OT, Speech, etc...) scheduled during the FID will be rescheduled according to the frequency requirements of the students' individualized education plan (IEP or 504). On the FID, paraprofessional personnel will be available to answer questions through email or through Microsoft Teams between the hours of 8:00 am to 2:30 p.m. The Special Education Teachers will also field parent questions and phone calls prior to the FID day.

Over the past several school years SUN Tech has employed the Skylert and Skyward SIS systems for notifying parents of any usual or unusual events here at the school. This system will e-mail, call and text all parents of students enrolled at SUN Tech. The system seamlessly and simultaneously, notifies parents of the event. On the day of the event, all pertinent information will also be placed on our website and Facebook page. It will be the responsibility of the

Director and Office Manager to initiate these information platforms. The procedures and expectations are detailed in the procedural question below.

- **Describe the procedure for instituting a flexible instructional day, including (if applicable) the use of technology and equitable accommodations for students and professional staff with insufficient home access to devices and/or the Internet.**

Skylert will be activated by the Director. This system will email, call and text all parents of students enrolled in the SUN Tech seamlessly and simultaneously. All pertinent information will be placed on our website at www.sun-tech.org, Facebook page, and Skyward email system accounts. It will be the responsibility of the Office Manager to initiate communication to these information platforms.

The aforementioned communication will direct parents and students to our website where detailed instruction will be provided on how to access instruction for the day. This information will be provided mainly for parents as the students will be introduced to the procedures as follows.

Since Spring 2020 the SUN Tech staff has been trained and utilizing Microsoft Teams. Students will receive training within the first two weeks of starting school. Additionally, video training resources and screen shot instructions for accessing Microsoft Teams will be provided for easy access on the SUN Tech website and included here as Appendix G: Parent Guide. Instructors and students will utilize this system regularly and are experienced with the process.

This system has proven to be invaluable for absent students as well as to assist instructors and students in communicating clarification on assignments and projects. It is our intention for this platform to be our main vehicle for providing instruction on our Flexible Instruction Days. Each teacher will produce and include five (FID) folders within the system. They will be labeled #1 through #5 and used in sequence. Prior to the event instructors will work with students in class and show them where they can locate the clearly identifiable FID folders. The students will complete a mock FID assignment in class with the teacher present and clarify the process and expectation. These assignments, although different, will be set up sequentially and the direction for completion will be similar for all five days so as to limit confusion.

- **Describe the procedure for tracking student participation (ie. attendance) during a flexible instructional day.**

Student attendance will be determined by verification and completion of the lessons and/or assignments during the assignment window which will be from 8:00 am until 2:30 pm on the day that school is closed. A faculty and staff meeting will be held virtually at 8am to check employee attendance and verify tasks for the day. Students will need to attend a virtual meeting at 8:30am to review assignments and any scheduled theory lessons for the day; attendance will also be taken at this meeting. Instructors will immediately notify the attendance officer of missing students. An excuse should be submitted for all tardies and absences. All assignments will be planned in a fashion to be completed during a normal school day and should represent

the number of assigned hours for a regular school day. To ensure student attendance for the whole day, student assignments must be completed and submitted by 2:30pm on the assigned Flex Day. For any student completing the Flex Day Pack due to lack of technology, assignments and the parent attendance form must be returned on the next regular school day.

Appendix G

Flex Day Lesson - Parent Guide

Introduction

This guide is designed to help parents navigate Microsoft Teams so they are able to help their student complete the work that has been assigned by their instructor(s} on Flex Days. It will walk you through where to locate the material for that day and what the student needs to complete.

How to Access Microsoft Teams

1. Your student will need to go the Microsoft Teams App on their home screen for their school issued device.

2. Your student will need to login to Microsoft Teams using their school email and password (username@sun-tech.org)
To access from your Microsoft Team App on their home device follow the following steps:
- Access the website: https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software
- Sign in using your school email and password
- Follow remaining steps the same

3. Once the student is logged in, they will be logged into the Microsoft Teams account, where they can see the teams they are associated with.

Accessing the Flex Day Lessons

1. Once logged into Microsoft Teams, click the "Teams" link at the left of the page.

2. Select the team that you want to access. The team you select should be your course.

3. After you select a team, you have the option to select Posts, Files, Class Notebook, Assignments, Grades or Notes from the top of the page. ***Select Files***.

4. After selecting Files, you will see a folder labeled Flex Day 1, Flex Day 2, etc. The student should select the Flex Day folder that is appropriate for the day.

5. Click the appropriate folder to access the Flex Day lesson and component.

6. Inside you will find an instructions file with the day and date. On that page, you will see a message from the instructor for students instructing what needs to be completed for that day's lesson.

7. Below the instruction page you will see the learning guide that is associated with the lesson. This document will describe the objectives for the lesson, list new vocabulary, and states how the lesson aligns with state standards and industry tasks.

8. Any additional documents that are associated with that day's lesson, if applicable, may be posted for the students to complete.

Submitting Assessment/Assignments

1. After completion of the students work lesson, student should complete the assessment of the days lesson. This can be done by accessing assignments under the ASSIGNMENTS tab, located at the top of the page.

2. Once into the Assignments tab, you will see the assignments that are posted with an upcoming due date (which is specified).
*Assignments will be labeled by the Flex Day and Assignment number. Ex: Flex Day 1, Assignment 1

3.Select the assignment.

4. If there are attachments with the assignment, you may access these. Complete the task and click "add work" and select your file.

5. After file selection, turn in, located on the top right of the screen is how you will submit your completed work.

6. Additional educational requirements may be posted in Microsoft Teams for your child to complete, such as watch a video, post to a discussion board, complete open-ended questions, etc. Each teacher's page will be different, but each instruction page will let your student know exactly what they are to complete, and all necessary support materials will be posted.

Limited Access to Internet

While all staff have access to technology/internet services, if any event persists that makes their system unavailable the school building will be open on the event day beginning at 10 am for staff only.

Students and parents will be notified of the use of technology/internet on flexible instruction days. Prior to the initiation of such an event all parents will be sent a questionnaire asking the following, 1. Does your student have access to a computer and/or other device (tablet, phone) that can be utilized to access the internet? 2. Do you give your student permission to

independently or under your supervision use these items for instruction that may be provided on a snow day or other event that causes SUN Tech to close the school building for the day? 3. Do you have parental/or other controls on these devices that will prevent your student from being vulnerable to outside influence, or are you willing to assume responsibility for their internet safety? While Microsoft Teams is password protected and not vulnerable to outside influence, the students will be asked to remain within those confines while completing schoolwork. If a parent provides a negative answer to any of the three questions, the student in question will be placed on a "hard copy" list which will be provided to each corresponding teacher. These students will then be assigned a physical "Flex - Pack". These packs will include a hard copy of the same assignment that will be placed on the Microsoft Teams site as described above and updated as necessary. In addition, a "Flex Pack Attendance Form" will be included for each of the five possible days. These attendance forms must be returned on the day the student returns to the school building and must include a parent's signature.

Flex Pack Attendance and Completion Sign-Off Form

In order to verify that each student has completed the Flex Pack assignments, a Parent/Guardian must complete, sign, and return this document. Verification for each Flex Pack Day is required.

Please complete the following:
Student: _____

Sending District: _____

Technical Program: _____

Flex Pack Day # Completed: (Circle One) #1   #2   #3   #4   #5

Signature: _____   Date: _____
              Parent/Guardian

Accommodations

Students that require accommodations will also have the ability to communicate directly with paraprofessionals throughout the day. Paraprofessionals will login to Microsoft Teams and send a message to all students that they support. They will let that student know that they are online and can help them in any way they can. The Special Education Teachers (IEP Plans) and Assistant Director (504 plans) will oversee this interaction. Instructors are also aware of any of the specially designed instruction and will also be able to make appropriate accommodations. In the event that a student's SDI cannot be met via this system, the student will not be penalized in any way and appropriate remediation will be afforded those students upon our return to school. With the sending school serving as the LEA for all IEP students sent to SUN Tech, the Special Education Teacher/Assistant Director who is a part of each IEP team or those preparing 504

service agreements will request that the following statement/language be in all SUN Tech students IEP under the (Other/SDI) category.

- Students may receive individualized independent assignments at their individual instructional level
- Additional time to complete assignments will be provided
- Individual assistance and review of assignments will be provided as required upon return

The Special Education Teachers and Assistant Director continuously monitors and reviews the status of all specially designed instruction and its implementation.

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

Prior to the Flexible Instruction Day each instructor 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 on a typical school day. These folders will be placed within Microsoft Teams. The instructor will also review with the students the location of such folders and the expectation of their responsibilities if a Flex Day is initiated. Furthermore, instructors will create and provide "Flex Packs" for students that do not have access to the internet and/or appropriate technical equipment or elect the "hard copy" option.

On the Flex Day it will be the responsibility of all teaching staff to be logged into Microsoft Teams by 8:00 am on the morning that a Flex Day is initiated. Instructors that need to use the school facility will be expected to be logged in by 10:00 am. The teacher will initially message all students via the system and announce that they are present and available for any clarification that is needed. If any individualized instruction is necessary, the instructor will interact with each student or a group of students in real time. While the day progresses, and more students begin to login it will be the responsibility to track participation and transfer attendance to the Attendance Officer which will officially record the day's attendance. Each student will be able to complete the lessons provided while having the teacher present. SUN Tech is a full-time program providing a minimum of 5.5 hours of instruction to each student daily. The instructors will be required to provide online assignments and instruction that will require an equal amount of instruction as if the regular school day was held. The instructors will be able to log off Microsoft Teams from 12:00pm-12:30pm for their lunch break. Instructors must be logged back into the system by 12:30pm and remain available until 2:30 for student assistance. A final attendance report will be required at that time.

Paraprofessionals will login to the system and send a message to all IEP students on their rosters. They will let that student know that they are online and will accommodate them in any way they can. The Special Education Teachers and Assistant Director will oversee this interaction. Instructors are also aware of any of the specially designed instruction and will make appropriate accommodations. If a student's SDI cannot be met via this system, the student will not be penalized in any way and appropriate time with an instructor or paraprofessional will be afforded to those students upon our return to school.
Within 48 hours of the completion of each Flexible Instruction day, administration will follow up with each instructor to discuss the previous flex day. Furthermore, SUN Tech administration

will investigate overall attendance and assignment completion. What works well? What is not working? The administration will work to adjust Flex Days so as to better serve our students.

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

It will be the responsibility of the student to login to Microsoft Teams between the hours of 8:05am – 2:30pm. The student will then open the folder labeled Flex which will be on their instructors' class page. Inside of this folder will be 5 additional folders labeled Flex Day #l through Flex Day #5. They will click on the appropriate (first) folder. Once a folder is opened and completed it should be submitted to the instructor and access will be given to the next assignment. Once the student gets the appropriate folder opened, each and every student school wide will receive the following greeting accompanied by the Parent Guide as mentioned earlier:

Welcome to SUN Area Technical Institute's Flexible Instruction Day. Since you are here, we know that there has been an event that prevents you from attending school for the day. In an effort to provide an educational experience on days like this, SUN Tech has developed the following educational experience for you. Your participation is crucial to the success of the day. If you have any questions your instructor will be online and available from 8:00am-12:00pm and 12:30pm-2:30pm. The assignment that follows should be set up in a way that is familiar to you. But again if you have questions please message your instructor via the chat within Microsoft Teams. Remember: If today is a day that you are assigned to a Math course you must report to both instructors and complete both assignments for the day.

To begin, please complete the following four steps:

1. Message your instructor to let them know you have arrived to class.

2. Open Flex Day Folder #1

3. Read all included materials, watch any provided videos, and complete all written parts of the assignment. If there is anything you do not understand please message your teacher. This is a real time system and they should respond relatively quickly.

4. After you have completed the assignments in their entirety and before you log off, message your teacher to let them know you have finished. They will respond and clarify anything that they may need to and then give you permission to leave class for the day.